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Top 20 energy-saving opportunities

As found in our six pilot unions

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Equipment

1. The following equipment should be switch off when the building is closed - games machines; photo machines; vendors; water coolers; laser printers. Automate switch-off by using seven-day digital timer plugs.
2. Purge any personal kettles and fridges and encourage use of communal facilities.

Fridges

3. Make sure ice machines are not located near to glass washers / cooking equipment and are in well-ventilated areas.
4. Switch off bottle fridges when venues are not being used for 48h or more; make sure bottle fridges are set to temperature setting 2.
5. Make sure blinds on dairy deck fridges are closed overnight.

Heating, cooling and ventilation

6. Don't assume that ventilation equipment is being switched off by timers – check it as it can be easily overridden and forgotten about. Is it actually switching off overnight?
7. Switch off bar ventilation / venue air conditioning as early as soon as possible after areas close. Make sure your kitchen staff are switching off all kitchen ventilation overnight.
8. Liaise with your institution to make sure that any ventilation that is controlled by their building management system reflects the union's occupancy patterns. Is the ventilation being left on unnecessarily when areas are empty?
9. Create a comfort cooling and heating policy that defines the set-point temperature settings for all your air conditioning or heating thermostats. Look to cool to 24°C and heat to 21°C. Use the policy to ensure that air conditioning is not used when windows and doors are open. If any portable air condition is being used explore alternatives such as applying solar glare film to windows and the use of window fans to create through draughts. If any portable electric heaters are being used consider installing draught excluders, insulation over false ceilings or additional central heating radiators.

Lighting

10. Any old standard tungsten filament bulbs (typically 60W or 100W) over pool tables / in up-lighters in bars should be replaced with energy saving versions immediately. The payback period will typically be just 12-weeks.
11. Halogen GU10 spotlights (25W or 50W) are only justifiable in shop displays where you need highly directional light. Replace any in bars / washrooms / corridors with 11W compact fluorescent GU10 bulbs. These give out the same amount of light whilst using a

lot less energy. NB: 11W GU10's require mains voltage so if your halogen GU10s are on low voltage you will need to have the transforms removed from the circuits.

12. Don't leave the lights on for your cleaners. Ask your cleaners only to use the lighting they need rather than switching it all on.
13. If the lights in your main washrooms are not on motion sensors, consider having a lighting refit with a motion sensor. Payback will typically be 18-months.
14. If you have an atrium, any corridors with lots of windows or outside lighting, consider fitting a light sensor to circuits so that the lights only come on as needed.
15. Are you over-lighting any areas? Corridors do not need to be very brightly lit. Half the energy used by removing half of the fluorescent light tubes.
16. For any banks of light switches, review which lights you need on at different times of day and label the switches accordingly.

Water

17. All urinals should be regulated by either a motion sensor or a flow restrictor pressure valve so that flushing reflects usage.

Awareness

18. Every organisation can achieve big savings in energy use (typically 20%) by getting staff to do their bit. Nurture a switch off culture and lead by example. Put up our Carbon Academy bespoke posters and stickers to help raise awareness.

Generic operations

19. Have a maintenance plan to maintain efficiency. Specifically include the de-icing of freezers and the cleaning of extraction fan grills and fridge radiators – all every three months.
20. Write a lighting and equipment responsibility plan so that a named post holder is formally responsible for switching off all lighting and equipment at given times. Also write a separate vacation shutdown procedure to ensure bottle fridges, vending machines, heating and ventilation systems, etc. are switched off over Christmas and Easter.

