

Managing Energy Use in Your Building

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Development Trusts Association Scotland

COMMUNITY OWNERSHIP SUPPORT SERVICE

COSS is part of the Development Trusts Association for Scotland (DTAS)

COSS is a Scottish government funded programme, adviser led across all 32 LA areas, set up to :

- ✓ help community groups take ownership of assets for community benefit – asset transfer
- ✓ support local authorities and other public agencies (relevant authorities) to transfer assets into community ownership.
- ✓ Facilitate the Scottish Universities Land Unit (SULU)
- ✓ Deliver a Facilities Management Advisory Service



DTAS, Facilities Management Support Service

- Energy
 - Insurance
 - Maintenance
 - Fire Safety
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- Licencing
 - Capital Projects
 - Procurement
 - Risk Management
 - Business Continuity

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**What energy saving measures
do you implement just now?**

Energy Saving – where to start?

- Conduct an energy audit. A quick site walk around can often reveal lots of energy-saving opportunities. The Business Energy Scotland (BES) [free guide](#) has everything you need to conduct a full energy audit of your business. It will also help you to prioritise your opportunities, and where necessary, secure the support and funding you need to make them happen.
- Measuring and monitoring your energy usage is the essential first stage in any bid to save energy. It's a skill that every organisation should master. BES has a spreadsheet you can use: [free guide and energy usage tracking spreadsheet](#).

Encourage Energy Saving Behaviour

- Make use of Business Energy Scotland [resource efficiency at work](#) training package to teach your staff about the importance of saving energy in your business. It's ideal for use as part of a new employee's induction or as part of your annual refresher training.
- Plan a switch-off campaign. So much energy is wasted by colleagues leaving lights and equipment on unnecessarily.
- If you do not have one already, train a [green champion](#). They can undertake regular checks on energy waste in their department and produce informal reports on what can be improved.

Ways to reduce heating costs (Part I)

- Before they turn the heating on, encourage staff to make sure your windows or doors are closed.
- Avoid using supplementary electric heaters. These are one of the most expensive heat sources to run. They may seem like a good idea to stop Andy from accounts moaning, but you'll be the one complaining when you see your energy bill.
- Find out how the heating system for your office works and make sure you are taking full advantage of built-in energy efficiency functions.
- Reduce your office temperature settings by 1°C. It's unlikely that anyone will notice and you could cut your heating bill by as much as 10%.
- Don't allow staff members to tamper with your heating controls. Instead, appoint a member of staff to have responsibility for them – and make sure all staff know who the appointed person is.
- Use timers and temperature control sensors. For example, an optimiser sensor fitted externally to your office building can set heating controls to warm up the office before staff arrive and shut off heating controls once the building is at the optimum temperature, avoiding overheating or the need to open windows.
- Set your heating controls settings to take account of shift patterns and different seasons that have different heating requirements.
- Make sure fans and pumps do not operate when buildings are unoccupied, except where they are needed for preheating.
- Turn off heating in unoccupied areas (such as meeting rooms, storage areas).

Ways to reduce heating costs (Part2)

- Ensure heaters and radiators are kept clear by not covering them or placing furniture in front of them. This will enable them to heat up your office more efficiently.
- Regularly service your heating system.
- Fit external doors with spring-loaded door closers to make sure they are not left open.
- Draught-proof roof lights, doors and single-glazed windows to stop heat escaping from your office.
- Install thermostatic radiator valves (TRVs) where there are large natural variations in temperature across your workspace. TRVs can be used to quickly restrict the heat being delivered to the warmer areas of the building whenever necessary.
- Use physical barriers to separate areas you are heating. Divide your site into zones (for example, corridors, meeting rooms, office space) which have different heating needs and set the ideal temperature range for each.
- Insulate pipework under suspended ground floors and in the cavity above suspended ceilings as heat loss can be considerable in these areas.

Ways to reduce lighting costs (Part I)

- Be aware of over-lighting. Just as insufficient light causes problems, too much light can lead to glare, eye strain and headaches... and wasted energy.
- Areas where people work need to be bright enough to allow them to work comfortably. The same applies to areas where your customers visit. But have a look at other areas such as corridors and toilets – these should not need to be so bright for as long or as often. Consider lights activated by movement detectors
- Encourage staff to only switch on the lights that they need rather than the whole floor area and switch off lights in unoccupied rooms such as store rooms, photocopier rooms, archive stores and kitchens. Get everyone into the habit of switching lights off when they leave these rooms.
- Ensure lighting controls are clearly labelled, especially if they are grouped together. Labelling should be easy to understand to encourage staff to turn off lights on sunny days or when part of the office is unoccupied.
- Run a 'switch off campaign. It's always cheaper to switch off lights no matter how short the time period.

Ways to reduce lighting costs (Part2)

- Fit energy efficient lighting. If you fit energy-efficient lighting such as compact fluorescent lamps (CFLs), slimline tubes or light emitting diodes (LEDs), you can typically make immediate savings of up to 75%. These products also last up to ten times longer, reducing replacement and waste disposal costs. Using tri-phosphor coated tubes gives a more natural, brighter light.
- Make sure lights can be switched off manually (particularly near windows). Installing zone controls and daylight sensors ensures that lights are switched on only when necessary.
- Encourage staff to open the blinds and use natural light wherever possible, rather than turn on the lights.
- Relocate any objects such as boxes, plants and paperwork that block light entering your office and try to position your desks where they can make the most of natural light.

Funding for Energy Efficiency measures

- Business Energy Scotland SME loan scheme <https://businessenergyscotland.org/sme-loan-scheme>
- Local grant schemes – community benefit funds.
- CARES grants and loans –Local Energy Scotland if certain renewable energy measures are implemented at the same time.

Saving Energy in your buildings

Questions?



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