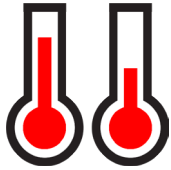


If you're responsible for the energy in your building and pressed for time here is a quick fix checklist to set you up for the Autumn and Winter.

HEATING

1 Have the settings on your heating system been updated or checked recently?



Do you know what time it will be switching on and off and the temperature settings? Check and adjust these to make sure they are relevant for your building's current operating hours. If they are controlled by a building management system, get in contact with whoever manages this and check with them to make sure it has been done.

2 Have you switched off your air conditioning units?

Make sure all air conditioning units are switched off once the heating season begins otherwise you will have two systems fighting against in other in a bid to waste the most energy!

3 Get your boiler and heating system serviced regularly



Has your boiler and heating system been serviced in the last year? A regular service is essential to ensure safety and efficiency.

6 Light sensor controls

If you have sensors to control your lighting, make sure any controls are checked regularly and remind staff to report when sensors are not working.



LIGHTING



4 Clean your windows

Are your windows cleaned regularly? As the days become shorter it's important to maximise natural light wherever possible so that artificial lights are only switched on when necessary.



5 Replace light bulbs

Walk round and note any flickering or dead lamps that need replacing. Flickering fluorescent bulbs use more energy so it's important to get these replaced as soon as possible.

PEOPLE

7 Turn it off...



The heating season is the most energy intensive for most work buildings, so regular reminders to staff of their responsibilities to switch off any unnecessary equipment are worthwhile, even when they pop out for meetings or lunch.

8 Eliminate draughts



Draughts are one of the primary causes of complaints when it comes to feeling that a building is uncomfortable. Consider addressing the source of these before making any adjustments to the heating system.

9 Close windows



Keep an eye out for open windows during the heating season. This is a clear sign of a problem with overheating or a heating system that is not adapting well to different outside temperatures. If it is a regular occurrence undertake a focused survey on that room or building to work out the cause and address the problem.

10 FINALLY... Don't forget to check your override settings for heating and lighting controls. Are they still operating as should be? Do they need resetting?

If you would like a more in-depth survey or desktop energy analysis contact TEAM's Energy Services department

email enquiries@teamenergy.com or call 01908 690018