



Comhairle Chontae na Gaillimhe  
Galway County Council

# ENERGY MANAGEMENT IN THE WORKPLACE

In business the use of electricity, oil and gas will in general make up your total energy spend. Depending on the type of business, there will be variations between these energy sources. Monitoring and management of electricity, oil and gas on site is very achievable, once you know how. You should endeavour to monitor usage by taking regular meter readings, comparing use with production or turnover and monitoring invoices through inputting data onto a data sheet. If you take electricity for example, one of the easiest ways to reduce your electricity cost is to ensure that you are on the correct tariff.

If you want to reduce your environmental costs then you need to take action in a number of different areas, keeping in mind that improving equipment efficiency, improving housekeeping and addressing issues with refrigeration should make a big difference.

FURTHER INFORMATION IS AVAILABLE FROM:

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Paper sourced from sustainable forests



# ENERGY MANAGEMENT ACTIONS CHECKLIST

## GENERAL

- Quantify your annual energy consumption
- Quantify your annual cost of energy
- Identify a staff member to monitor energy
- Review your energy management practices annually
- Monitor energy usage on site by staff
- Identify ways of reducing your energy consumption
- Examine energy tariff for best deal
- Investigate alternative energy suppliers
- Examine bills for wattless charges
- Run staff awareness campaigns
- Purchase AAA energy-rated equipment
- Check buildings regularly for draughts and signs of damp
- Adequately insulate the building (roofs, cavity walls, lofts etc.)

## OFFICE-BASED

- Activate energy saving devices in computers
- Switch off office equipment when not in use
- Clean fans and filters for AC/heating systems regularly
- Avoid opening windows when heating is on

## LIGHTING

- Ensure all lights are off during periods of non-occupancy
- Use energy efficient and long life lighting
- Check if fewer lights meet lighting requirements
- Check if timers and motion sensors can be used
- Check if lights are cleaned annually
- Label all light switches

## HEATING

- Use high efficiency boilers - monitor and service regularly
- Stop simultaneous heating and cooling
- Check thermostat settings regularly and situate thermostats correctly
- Heating and cooling should be co-ordinated with occupancy
- Insulate hot water pipes and valves
- Ensure heating controls are working and set correctly