

## **Energy saving tips in daily routine in municipal and public buildings:**

Implementing energy-saving measures in your office can reduce costs and benefit the environment. Here are some effective tips:

### **Lighting**

#### **1. Switch to LED Bulbs:**

LEDs use less energy and last longer than traditional bulbs.

#### **2. Use Natural Light:**

Arrange workspaces to take advantage of natural light and reduce the need for artificial lighting.

#### **3. Install Motion Sensors:**

Motion sensors ensure lights are only on when needed, particularly in less frequently used areas.

#### **4. Turn Off Lights:**

Encourage employees to turn off lights when leaving a room.

5. Ensure regular maintenance takes place. Carbon Trust figures show that light levels can fall by up to 30% over the course of 2-3 years without ongoing maintenance. Good maintenance can reduce costs by up to 15% over that period.

6. Take the brightness down a notch. Dimmed lights use **less electricity** and can be linked to sensors that turn up the light as the daylight outside decreases.

### **Heating and Cooling**

1. Set and maintain air-conditioned room temperature between 24oC and 26oC in summer.

#### **2. Regular Maintenance:**

Ensure HVAC systems are regularly maintained for efficient operation.

#### **3. Insulation:**

Properly insulate windows, doors, and walls to maintain indoor temperatures.

## **Office Equipment**

### **1. Energy-Efficient Appliances:**

Use energy-efficient models for office equipment like printers, computers, and refrigerators.

### **2. Power Management Settings:**

Enable power-saving settings on computers and monitors to switch to sleep mode when not in use.

### **3. Unplug Devices:**

Unplug chargers and other devices when not in use to prevent phantom energy consumption.

## **Office Policies**

### **1. Print Wisely:**

Encourage double-sided printing and digital document sharing to reduce paper and energy use.

### **2. Remote Work:**

Allow employees to work remotely, reducing the energy consumption associated with commuting and office use.

### **3. Energy Audits:**

Conduct regular energy audits to identify and address areas of high energy use.

## **Employee Engagement**

### **1. Awareness Programs:**

Educate employees about energy-saving practices and the importance of energy conservation.

### **2. Incentive Programs:**

Offer incentives for teams or departments that achieve significant energy savings.

## **Renewable Energy**

### **1. Solar Panels:**

Consider installing solar panels to generate renewable energy for your office.

## 2. Green Energy Providers:

Switch to energy providers that offer renewable energy options.

Implementing these tips can lead to significant energy savings and create a more sustainable and efficient office environment.

### **Water saving**

1. Regularly check for leaks and fix immediately.
2. Turn Off While Lathering: When washing hands, turn the tap off while soaping up, then on again to rinse.
3. Don't Flush Trash: Never flush tissues or wrappers down the toilet. It wastes a full flush of water and risks clogging the "Smart City" sewage grid.
4. The Dual Flush: If the toilet has two buttons, use the small button (half flush) for liquid waste. It uses less than half the water (3 liters vs. 6-9 liters).
5. **The "Full Load" Rule:** Only run the office dishwasher when it is completely full. Running it half-empty wastes electricity and water.
6. **The Kettle Logic:** When boiling water for tea/coffee, only fill the kettle with the amount you need. Boiling a full kettle for one cup wastes significant energy and water.
7. **Scrape, Don't Rinse:** In the pantry, scrape food off plates into the bin instead of rinsing them under a running tap before loading the dishwasher.
8. **Report the Drip:** A dripping tap can waste **128 liters** of water a year. If you see a leak, report it immediately—don't ignore it.