

## **Practical Tips and Hints Sheet:**

### **Energy**

Read your gas and electricity meters at monthly intervals and plot the amount you use each day on to a graph by dividing the total used by the number of days between readings. This way you can see if it is going up or down.

### **Change to green energy**

- If you have a contract with an energy supplier, look at switching to green energy.
- If your landlord provides the electricity supply, discuss changing to a green supplier with them. See the Green Electricity website for green suppliers in your area.

### **Choose energy efficient equipment**

- Choose energy efficient computers and other IT equipment which carries the 'Energy Star'.
- Choose appliances such as fridges that are 'A' rated. This energy efficiency rating will be displayed on a label on the front of the appliance.
- Use low energy light fittings and bulbs.
- Buy flat screen monitors if you can afford them. They use half the electricity of the bulkier ones
- Make energy efficiency a key consideration when purchasing new heating or cooling plant. The Energy Saving Trust can provide information on energy efficiency, renewable energy and grants.
- The Energy Technology List is a register of energy efficient products such as boilers, lighting controls and renewable energy systems eligible for tax breaks under a Government scheme to support low carbon technologies.

### **Only use the energy you need**

- Only boil the amount of water you need when doing the tea run.
- Switch off lights when they're not in use.
- Avoid overheating or cooling the office.

### **Waste and recycling**

There are three steps to reducing the amount of waste your organisation produces – reduce, reuse, recycle.

### **Reduce – buy less**

- Only buy products that you really need.
- Choose products with less packaging.
- Have a stationery amnesty – restock the stationery cupboard with the unused equipment in people's desks

## Reuse – give things a new life

- Buy a printer that can print on both sides of the paper
- Save paper printed on one side for notes or printing out drafts

## Recycle

A wide range of office waste can be recycled including:

- Paper
- Cardboard
- Cans
- Bottles
- Light bulbs
- Printer and toner cartridges
- Mobile phones
- Batteries
- Organic waste e.g. fruit peelings, tea bags

And don't forget to buy recycled products. Without a strong market for recycled materials, it will be harder to make recycling economically viable.

Bioregional Reclaimed promotes and facilitates the use of reclaimed material in place of new. They provide advice and assistance throughout all stages of the project cycle on ways to extract and reuse construction materials, fixtures and fittings.

## Transport

A travel plan pulls together all your strategies for reducing the environmental impact of the transport choices your organisation makes. You can see how your employees are getting to work by doing a spot survey. Ask as many of your employees as you can how they got to work that day – by car, bus, public transport, bike or foot. Catch them as they come in or go round all the desks. When you have this data you can then decide how best to focus your efforts on how to get more people to bike, walk or take public transport. For more information visit the Energy Saving Trust's website.

## Visitors

- Include public transport routes to your offices, and mention any facilities for cyclists, on information for visitors.  
Transport for London's journey planner provides routes for journeys by public transport, on foot and by bike.  
First Bus Service's Website provides details of bus routes and bus timetables in Bristol.

## Public transport

- Provide interest free season ticket loans for employees.

### Couriers

- Use cycle couriers or companies that use alternatively fuelled delivery vehicles.

### Taxis

- Choose taxi companies that use alternatively fuelled vehicles.

### Cycling

- Provide cycle parking, lockers and shower facilities.
- Offer a pool bike to staff for local journeys.
- Join, or set up, a Bicycle Users Group (BUG) for cyclists at your and other local offices.
- Offer employees an interest free loan for purchasing a bike for commuting.
- Sustrans provide a national route planning facility for cyclists based on the National Cycle Network; over 10, 000 miles of cycle routes and foot paths on traffic-free and traffic-calm roads.
- For further information on cycling and the workplace see the London Cycling Campaign's website.

### Car clubs

- Become a corporate member of a car club to enable staff to use cars for business journeys without driving their own car to work  
Find your local car club here.

### Car sharing

- Find someone else going the same way as you who needs a lift or can offer you a lift.  
Find your local car share scheme at [www.liftshare.com](http://www.liftshare.com)

### Car parking

- Consider limiting car parking to staff and visitors with accessibility needs.