

GOOD PRACTICES IN SME

Soft action aimed at improving a building's/office's energy efficiency

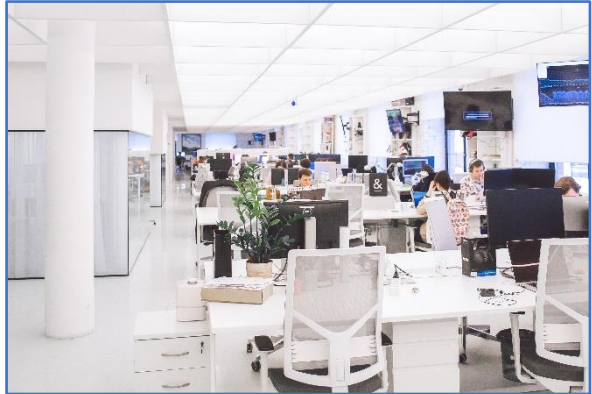


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Which actions should be undertaken to save energy in the building and in the office at no cost?

- When only several people stay in the office in the evening, instead of using general overhead lighting, use personal table lamps. If lighting is controlled in zones, turn off those where no one is working.
 - To make the habit of turning off unnecessary lighting easier, mark light switches in often used rooms with a special label.
 - Choose a person in the office, who will control the office three times a day for unnecessarily running equipment.
 - All company employees should agree that the last person to leave the office ensures that all equipment and lighting is turned off.
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- Pic. 1 pexels*
- When possible, at night, during the weekends and holidays, the heating temperature should be lowered, and the air conditioning turned off or set to the necessary minimum.
 - If you are cold, before you set a higher temperature on the thermostat, put something warm on (e.g. a sweater). It could provide you thermal comfort without increasing energy consumption. Increasing the room's temperature by 1°C can increase heating costs by 8%.
 - In the winter, turn the blinds down once it gets dark. This will limit heat loss through the building's windows.
 - During the heating season air rooms quickly and intensively with the radiators turned off.
 - Radiators should not be obstructed by furniture or curtains. Thermostatic valves should not be exposed to direct sunlight or wind draughts.
 - Before each heating season ensure that the radiators are properly vented. Air in the radiator makes the radiator half as effective and can lead to malfunctions. Radiator cleanliness should also be considered, as its surface is responsible for heat exchange. Consider installing a radiator screen
 - When it is too warm in the summer, open the windows and cover it with blinds – it could be that natural ventilation and limiting sunlight is enough to ensure thermal comfort.
 - If air conditioning must be turned on, close and cover all the windows to limit room heating through solar radiation.

A control list can be created to systematize the above tasks.

Source: KAPE

Example control list for an office or a building

Heating/cooling

1. Is employee thermal comfort ensured?
2. Did the radiators/boilers/air-conditioning units undergo maintenance in the last 12 months?
3. Is the use of portable space heaters/ventilators/AC units limited?
4. Are we ensuring radiators and air conditioning are not on in rooms at the same time?
5. Are we avoiding situations wasting warm water (leaking faucets, leaking tanks)?
6. Are we considering that some rooms require a different internal temperature?
7. Is the thermostat working and set to the right temperature?
8. Does the dress code allow employees to adjust their clothing to high and low temperatures indoors?
9. Is the heating/cooling system being properly serviced?
10. Are we making sure radiators and air conditioning units are not covered by other appliances and furniture?
11. Do we close doors and windows when the heating or cooling is on?
12. Is the building being aired out at the right day or night-time (evening/morning in the summer, around midday in the winter)?
13. Are doors and windows airtight (no air draughts)?
14. Are we controlling whether the heating/cooling is not unnecessarily in operation outside office hours?



fot. 2 komfortowa klimatyzacja

Lighting

1. Is overhead lighting being turned off when daylight is enough, or no one is in the room?
2. Have all ineffective lighting sources (large-diameter, old, fluorescent lamps, tungsten incandescent lighting) been replaced with energy efficient light sources?
3. Are light fixtures regularly cleaned?
4. Is lighting controlled automatically (motion sensors, timers)?
5. Is optimal placement of light sources ensured (even coverage of the entire room, no furniture obstructions)?
6. Are light switches accessible and labelled?
7. Does the last person leaving the office know which lights to turn off?
8. Are lights outside turned off when not needed?

Office equipment

1. Do computers have a stand-by function, and is it on?
2. Are computers on during the night?
3. Are monitors and computers being turned off when not in use?
4. Are photocopiers placed in non-air-conditioned rooms?
5. Are printers and photocopiers on during the night/during the weekend?
6. Are vending machines, water coolers/coffee machines turned off when not needed?

Source: KAPE based on: Start2Act „Zaangażowanie pracowników w oszczędzanie energii”