

# Save Money, Reduce Carbon!

Using less energy lowers the amount you spend on your utility bills, and help to reduce the amount of carbon dioxide being emitted into the atmosphere. This pamphlet is designed to give you five easy ways to start saving money and by doing so reduce carbon emissions.



## 1.) Make Behavioural Changes

Behavioural changes are the quickest, most cost-effective changes that can be made when reducing energy use. Three small changes can be made and will result in immediate savings.

The first of these changes is to remember to turn off lights and electrical equipment when they are not in use. This includes shutting down computers at night and always turning off the light when you leave a room, even if you plan to use the room again soon. These are not always done because they can be an inconvenience, but the amount saved on bills will show the importance of completing these tasks every time you leave a room.

Another change to be made is to make sure all of the building's radiators are unobstructed and set to the appropriate level. This means not placing chairs, boxes, or desks in front of radiators, as well as having them set to three or four out of five. If a radiator is blocked it will work harder, and will consume more energy, when heating a room. Sometimes, especially with small rooms, it is not possible to have a completely unobstructed radiator, but leaving it as clear as possible will help to reduce your

utility spending. Having the radiator set to maximum will cause it to never turn off and may overheat the room. This consumes more energy and lowering the heat settings and moving obstructions can save a lot of energy

The final behavioural change is to record regular meter readings. This will show you when you are using more energy and make you aware of anything that may be causing you to use more energy than necessary. If you do not want to have to take your own weekly meter readings, looking into a Smart Meter or Automatic Meter would be beneficial to you. Smart meters automatically take and record readings every half hour, and will show you what times of day, and what days you use the most or least energy.

## 2.) Insulate Windows and Doors

If you have old, single paned or leaky windows, then energy is being wasted as the air escapes from your building. If replacing the windows is too expensive, or otherwise not a reasonable option, then applying Thin Film insulation to the windows will help seal and better protect from the outside air.

Low-E Coating film is another method that prevents the heat from the sun coming through the windows. This will improve the efficiency of your cooling system during the summer, if your building gets a lot of sun through the windows. While this is a good option, it should not be used on doors or large double paned windows that are larger than two square meters.

Doors that are not well sealed, or do not close, also result in wasted energy. To prevent this from occurring, install rubber seals and skirts on all of the exterior doors of your building.

In addition, window blinds will enhance the insulation. It preserve the heat in the winter and stop the sun radiation from the sun in the summer. When purchasing a curtain, choose ones with low u-value. Cloth curtains are typically better than metal blinds.

## 3.) Insulate Pipes and Valves

Hot water pipes are a main source of energy loss in many buildings. Insulating the heating pipes and their valves reduces heat loss, improves efficiency and relieves strain on the building's heating system resulting in savings on energy bills and for the environment.

## 4.) Use High Efficiency Lighting

Many types of lighting have become outdated and consume much more energy than is necessary, such as incandescent lighting. Replacing light bulbs with LED equivalents will provide significant savings on your electricity bills.

LED lighting may not always be the best lighting option, since they are expensive and may provide a different quality of light than standard incandescent, halogen, or fluorescent bulbs. If LEDs do not suit your business's needs, then CFL bulbs and tubes should be used. If possible upgrade your fixtures for the T5 tubes. If you do not want to upgrade your fixtures because of the price, be sure you are using T8 tubes rather than T12 ones.

*For more information, refer to the Energy Efficient Lighting Guide.*

## 5.) Shop Around for a Utility Company

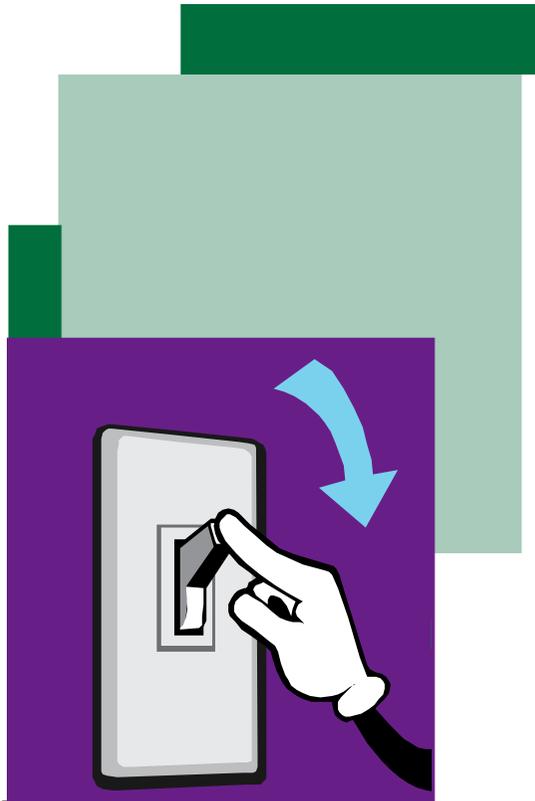
Knowing what your options are when choosing a utility company is very important. When searching for a company, call different providers so that you know you are getting the best deal available. You also want to be sure to have a contract with your electric company because without one you may not be on the most competitive price.

For the most accurate bills possible, and to ensure you are only paying for the energy you are using, take monthly meter readings and report them to your provider. If you do not want to take the readings yourself, consider having a smart meter installed.

*For more information, refer to the Finding the Right Utility Company Guide.*

## Five Actions That Will Save Money and Reduce Carbon Emissions

- 1) Make Behavioural Changes
- 2) Insulate Windows and Doors
- 3) Insulate Pipes and Valves
- 4) Use the High Efficiency Lighting
- 5) Shop Around for a Utility Company



# Top 5 Ways To Save!

Five easy ways to save on energy bills and reduce carbon emissions in your business



## Alternative formats

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