

Checklist for small offices

Energy saving tips

Below are a number of energy saving tips.

For further details on most of the tips included in the checklists, see "Description of energy saving tips"

Lighting

- Replace incandescent lamps by energy-saving lamps (A-lamps). [Energy-saving lamps]
- Replace fluorescent tube fixtures by high frequency electronic ballasts. [Improved fluorescent tubes]
- Install lighting control, movement sensors and time switches. [Lighting control]
- Use LED lighting wherever possible.

Ventilation

- Install automatic shutdown of ventilation outside office hours. [Ventilation]
- Make sure that mandatory ventilation inspection is undertaken. [Ventilation]
- Consider ventilation system heat recovery. [Ventilation system heat recovery]
- Adjust ventilation to match your requirements. [Ventilation]

Office machinery

- Use energy-efficient multiple socket devices for all your office equipment. [Use energy-efficient multiple socket devices]
- Replace old monitors with flat-panel monitors. [Energy-efficient office machinery]
- Replace printers and copiers with energy-efficient models. [Energy-efficient office machinery]
- Activate and chose optimum energy-consumption settings for printers/copiers/multi-function office machinery/computers.
- Make sure office IT equipment has sleep mode or that monitors switch to stand-by when not used.

Heating

- Ventilate the office for 10 minutes twice a day. [Airing]
- Turn off all thermostats before opening windows. [Airing]
- Set all thermostats to 3-3½ and use all radiators. [Setting of thermostats]
- Make sure that thermostat valves are not covered. [Setting of thermostats]
- Close doors to unused facilities to keep the heat in the rooms, you are using.

Cooling

- Only use air conditioning when absolutely necessary. [Reduce cooling system consumption]
- Screen off windows and glass facades against the sun. [Use suncreening]

Insulation

- Insulate hot water pipes in basements and in lofts. [Hot water pipe insulation]
- Insulate lofts. [building insulation]
- Insulate cavity walls. [building insulation]
- Use low-energy panes

Behaviour

- Switch off electric appliances at the socket; do not leave them on standby.
- Switch off the light when no one is working in the office. [Lighting control]
- Use public transportation, bicycles, etc. whenever possible instead of cars. [Transportation]

Indirect emission

- Use reusable and environmentally declared products whenever possible. [Environmental declaration]
- Limit packaging consumption. [Waste]
- Drink tap rather than bottled water.
- introduce a no-meat day in the staff cafeteria. [Food purchase]
- Consider the climate in your purchasing policy. For instance, choose A⁺⁺⁺-labelled white goods. [Environmental declaration]
- Use IT for long-distance conferences and save on transportation.
- Minimise waste [Waste]
- Consider energy consumption in all types of purchases [Energy-efficient purchasing]

Transportation

- Draw up a business travel policy on how staff is required to choose between public transport, car, rickshaw, train or plane.
- Encourage car pooling or car alternatives for travelling abroad.
- Improve staff bicycle parking.
- Own/leased corporate cars should be rated at least B.
- Demand that large diesel-engine vehicles used by your regular freight and courier companies are fitted with particulate filters.
- Demand that your suppliers account for the environmental impact of their deliveries or prove that their drivers have completed green driving courses.
- Schedule deliveries to reduce unnecessary transportation.
- Use bicycle couriers for down-town deliveries.

Checklist prepared by the City of Copenhagen

