

# TOP TIPS FOR OFFICES



# Top Tips for Offices

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## Top Tips for OFFICE Areas

Top Tip	Description	Cost
<b>Energy</b>		
Train staff to switch off computers, monitors, printers etc. at night	In some cases these can be left on all night which can increase running costs	No Cost
Form a checklist of equipment that should be switched off at night	This should ensure that all unnecessary equipment is switched off reducing energy cost	No Cost
Form a checklist for cleaning of lighting	Maintain and clean lamps and luminaires regularly	No Cost
Reduce lighting levels where possible and remove unnecessary lamps. Check light levels with a light meter	For example where there are 2 lamps, this could be reduced to just 1 lamp giving an immediate saving of 50% for no cost. (Ensure that lighting levels comply with legislation)	No Cost
Use thermostats to control heating at 20°C	This will optimise heating requirements	No Cost
Train staff to plug out computers, monitors, printers etc. at night	Electrical equipment can use up to 30% of its rated power if left on stand-by. By plugging out the equipment this is avoided	No Cost
Ensure that all walls and ceilings are light-coloured	Dark colours on walls and ceilings will absorb light and reduce light levels, therefore making an office appear less bright	No/ Low Cost
Use efficient yet effective lighting	For example a 40w Halogen bulb can be replaced with a 4W LED, giving savings of 90%	Low Cost
Check light output distribution from all luminaires	Light should be directed to the right part of the room using reflectors or diffusers which reduce obtrusive glare	Low Cost



## Top Tips for OFFICE Areas

Top Tip	Description	Cost
<b>Energy</b>		
Install motion sensors/ presence detection for rooms/ areas that have low usage	These will switch off the lights when there is no presence detected in the room/ areas reducing energy usage	Low Cost
When replacing old office equipment, try and purchase more energy efficient equipment	This will reduce running cost	Investment
<b>Waste</b>		
Segregate your waste at source	Unsorted waste is classed as general waste and must be landfilled, which at up to €250 per tonne is more expensive to dispose of than recycling	No Cost
Paper, cardboard, plastic, food and glass can all be recycled	Most waste operators will collect recyclables at little or no cost	No Cost
Try to prevent organic waste from contaminating other waste streams	If recyclable waste is contaminated with food waste it cannot be recycled, especially if contaminated by raw meat products. This means that it must be treated as general waste and landfilled which is much more expensive than recycling	No Cost
Train staff to segregate waste at source. Place signs at central bins to encourage waste segregation	Waste segregation at source can reduce contamination of waste streams. Good signage can encourage waste segregation and recycling amongst staff	No Cost



## Top Tips for OFFICE Areas

Top Tip	Description	Cost
<b>Waste</b>		
Waste bins should be in a central location and clearly marked for different types of waste	By having all bins in a central location and clearly marked for different types of waste, waste segregation should improve	No Cost
Staff should not have general waste bins at their desks	Having a general waste bin at their desk encourages laziness and poor segregation of waste. E.g. waste paper may be placed in this bin rather than the recycling bin	No Cost
Provide water filtered from mains supply, and plastic cups that can be recycled	By providing water and cups for drinking, waste arising from drinks bottles should be reduced and plastic cups can be recycled	Low Cost



## Top Tips for PUBLIC TOILETS

Top Tip	Description	Cost
<b>Energy</b>		
Install presence detectors	These will switch off the lights when there is no presence detected in the room reducing energy usage	Low Cost
Use efficient lighting	For example a 40W Halogen bulb can be replaced with a 4W LED, giving savings of 90%	Low Cost
Use air blade hand driers	These use up to 80% less energy than conventional hot air hand driers	Investment
<b>Water</b>		
Fix any leaks as soon as possible and encourage all staff to report leaks	A slow drip cold water leak can cost up to €16 per year while a fast running hot water leak can cost anywhere up to €1,700 per year	Low Cost
Use aerators in taps	These can reduce tap flows from 8-10l/min to as low as 3l/min. Remember double saving here, less water use but also less energy used to heat the water	Low Cost
Install push or infra-red taps in public bathrooms	These automatically turn off the tap reducing water use	Low Cost
Install Flow Regulators in the pipes leading to the tap	These restrict the flow of water to taps and thus reduces the flow rate of the tap	Low Cost
Install cistern volume reducing devices	These can reduce the volume of water used per flush by up to 3.5 litres per flush	Low Cost



## Top Tips for PUBLIC TOILETS

Top Tip	Description	Cost
<b>Water</b>		
Fit motion sensors or timers to control the flush of urinals	The use of motion sensors to flush urinals only after use or timers to reduce the amount of flushes per hour will reduce the amount of water wasted flushing urinals when not used	Low Cost
Water-less urinals can be installed	As the name suggests these don't use any water at all, and if cleaned correctly do not produce any smell	Investment

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## Top Tips for CANTEEN



Top Tip	Description	Cost
<b>Energy</b>		
Train staff to turn off lights and all electrical equipment when not in use	The creation of a check list that covers all electrical equipment that must be switched off will be helpful in reducing energy cost	No Cost
Review operation of Bain Maries to ensure they are not operating longer than required	Sometimes these can be left on all day, up to 16 hours in some cases even though they may only be used for half this time.	No Cost
Review operation of conveyor belt toasters to ensure they are not operating longer than required	These can be switched off and supplemented with a pop-up toaster for off peak periods	No Cost



## Top Tips for CANTEEN

Top Tip	Description	Cost
<b>Energy</b>		
Organise your fridge	Ensure material is not stacked in front of vents and fans	No Cost
Use efficient lighting	For example a 40w Halogen bulb can be replaced with a 4W LED, giving savings of 90%	Low Cost
Install motion sensors for rooms that have low lighting usage	These will switch off the lights when there is no presence detected in the room reducing energy usage	Low Cost
Update your equipment	Energy efficient equipment can save on energy costs: Ice machines                      6% saving Vending machines                9% saving Beverage merchandisers        9% saving Reach-in refrigerators          12% saving Reach-in freezers                 16% saving	Investment
<b>Condiments/Food Waste</b>		
Train serving staff to provide the minimum portion size	By serving the minimum portion size this will reduce the amount of food waste. Place signs up stating that customers can request additional portions.	No Cost
Avoid the use of single use condiments	Wherever possible use refillable bottles or dishes instead of individually wrapped single-use packages for condiments (ketchup, sugar, salt, etc.). This step reduces both food and packaging waste.	No Cost



## Top Tips for FACILITIES

Top Tip	Description	Cost
<b>Electricity</b>		
Facilities department should request 1 year's supply of energy and water bills to review. Understand how much you are paying for energy, how much you are using and when you are using it. Charges such as those mentioned below may be appearing on the electricity bill and it is the responsibility of the facilities department to eliminate these charges where possible.		
Request annual quotes form all electricity suppliers	Shop around to ensure that you get the best rates from your supplier. Meter readings should be taken every month (at a minimum) to establish a pattern of use and to cross check bills. Nominate one person to check the electricity bills to ensure that the most appropriate tariffs are used	No Cost
Review and understand your electricity bills: Check for <b>Max Import Capacity</b> (MIC) charges	Your MIC is the portion of the grid that is allocated to your premises. If the office building exceeds this value stiff penalties are charged. If it is regularly been exceeded your business should look into increasing its MIC allowance or reducing its electrical load by reducing the amount of equipment running at the same time. If the electrical demand of the business has been reduced a business may be able to reduce its MIC standing charge by reducing its MIC	No Cost
Review and understand your electricity bills: Check for <b>Power Factor</b> charges	If a building has a power factor of less than 0.95, it will be charged extra by it electricity provider as this places additional strains on the national grid. It can be easily fixed by installing capacitors, this should be done by a qualified electrician	Investment

# Top Tips for FACILITIES



Top Tip	Description	Cost
<b>Water</b>		
Have the water meter calibrated	If using mains water having the meter calibrated on an annual basis is a good idea as if the meter is misreading even by a small bit it can be very costly over a year	No Cost
Maintain your hot water system	Hot water system should be inspected to ensure that there is no build up of scale or air in the system	No Cost
Heat your water to the correct temperature	Hot water tanks should be fitted with a thermostat to ensure that the water is not heated more than necessary. The hot water temperature should be maintained above 55°C to avoid legionella, and below 65°C to minimise energy use	Low Cost
Read your water meter	The water meter should be read on a regular basis. It should be read at night when usage is low and then an hour later. At this time of night there should be next to no water usage, a small difference in the two readings could indicate a leak. If a leak is suspected a leak detection company should be hired and a water survey undertaken	No Cost/ Investment
Explore having a well water supply on site	Having your own well water supply on site may result in reduced water costs	Investment
<b>Heating, ventilation and air-conditioning (HVAC)</b>		
Ensure that controls are set to avoid simultaneous heating and cooling	There's no point in trying to heat and cool an area at the same this is only wasting energy and cost money. Heating should be set to come on at 19°C and off at 21°C	No Cost

## Top Tips for FACILITIES



Top Tip	Description	Cost
<b>Heating, ventilation and air-conditioning (HVAC)</b>		
When heating or mechanical cooling is required, ensure that the proportion of air re-circulated within the building is as high as possible within the requirement for minimum fresh air rates	This will reduce the losses associated with dumping the stale air that has already been heated	No Cost
Use thermostats to control the operating times of central heating	This is especially important where internal heat gains are such that no additional heating is required e.g. conference room when full of people	No Cost
Have the system serviced on a regular basis	The office building HVAC system should be serviced on a regular basis by a certified technician E.g. filters should be cleaned regularly: If there is only one set of filters this should be cleaned every 3-6 months and if there is 2 sets of filters every 6-12 months. It is important to clean and change filters regularly as a build-up of dirt on the filters will reduce the efficiency of the ventilation system and increase costs	Low Cost
Service your boiler	Service your boiler annually to ensure energy efficiency and safe operation. A poorly maintained boiler can often use 10% more energy than necessary. A boiler efficiency test, which includes the adjustment of the air/fuel ratio, should form part of the annual inspection	Low Cost

## Top Tips for FACILITIES



Top Tip	Description	Cost
<b>Heating, ventilation and air-conditioning (HVAC)</b>		
Minimise air leakage from ductwork	This will prevent wasting fan power and the heating or cooling content of treated air as well as preventing unwanted heat gains and losses to other areas. Why pay to heat or cool air and then waste it through leaks. The ductwork should be inspected for leaks on an annual basis	No Cost/ Investment
Insulate your boiler	All pipes, valves and flanges should be insulated and checks should be carried out for leaks or corrosion	No Cost/ Investment
Review motor sizing and consider using variable speed drives on larger fans and pumps where loads vary significantly	Variable speed drives are more efficient than fixed speed drivers when operating under variable loads	Investment
Insulate your building	The condition of the building fabric can have a significant effect on energy use	Investment



## Top tips for WASTE area

Top Tip	Description	Cost
<b>Waste</b>		
Encourage waste segregation and recycling	Landfill costs up to €250/tonne while recycling costs are approximately €50/tonne, therefore every extra tonne of landfill waste costs a business €200	No Cost
Keep the waste area as clean and tidy as possible	If the area is clean and tidy staff will treat the area better and are less likely to dump rubbish around the area	No Cost
Write a procedure on waste disposal for staff and train all members of staff in its implementation	Cover all aspects of waste disposal including: segregation and sorting of waste on entry to waste area. Make staff responsible for any waste that they bring to the waste area	No Cost
Educate staff on the importance of recycling	Inform staff of the value of recycling and the cost of sending waste to landfill. This should improve staff "buy-in". It can be free to recycle the more valuable materials e.g. aluminium cans	No Cost
Train designated staff in the correct and safe use of any compactors/baler or other mechanical equipment in the waste area	This will ensure the safe and correct operation of the compactor and or baler and improve staff use of the area	No Cost
Have designated areas for each of the different recyclable materials	This will reduce the chances of contamination of recyclable waste with other wastes streams. E.g. do not let plastic and paper mix	No Cost
Only use clear plastic bags for rubbish	This will make it easier to identify the contents of a bag and improve the recycling rate	Low Cost
Lock bins	This will prevent employees from filling the bins with refuse from home	Low Cost

## Notes

# Notes

**For more information visit our website:**

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