

TOP 10 TIPS FOR REDUCING ENERGY USE IN NON-DOMESTIC BUILDINGS. FOR TENANTS AND LANDLORDS.

Produced in association with **ARUP**



1 Make a commitment

Sign an MOU with your landlord committing to work together to reduce energy use.

2 Establish a working group

Bring together representatives of the landlord, facilities manager and all tenants to discuss and implement energy reduction policies and technologies. Consider inviting an expert chair to keep the meetings focused on finding and executing the best ideas. Hold quarterly meetings to discuss actions and results.

3 Communicate

Create a billboard, online forum or similar space for energy education to share the good news and info widely and in a fun and engaging way.

4 Monitor and benchmark performance

Install energy meters with feedback displays and then establish an energy reduction competition between different areas of the building. Engage the security team to track success. Benchmarking energy use in kWh/FTE makes it easy to compare different periods even if occupancy rates change.

5 Get an energy certificate

Apply for a voluntary energy certificate. The DEC (Display Energy Certificate) rates buildings on an A-G scale, and is already compulsory in public sector buildings over 1000m².

TICK ME WHEN DONE

6 Start implementing the simple stuff

Measures that have been shown to work well and payback quickly in many commercial offices include installing water-efficient showers to significantly reduce hot water demand and installing 'NightWatchman' software that automatically closes down PCs after working hours.

7 Use revolving doors

Reduce loss of heat or cooled air to the outside from large volume spaces such as entrances, by implementing a policy that requires use of revolving doors (if available or at minimum during off-peak hours). This will also reduce need for heating or cooling at the security desk and improve thermal comfort.

8 Be flexible about lighting, heating and cooling spaces

Use the working group as a forum to agree acceptable temperature ranges and lighting strategies for different spaces such as server rooms, reception, corridors etc.

9 Collaborate with facilities staff

Work with the security, catering and cleaning teams to review what changes could be made to their activities to reduce unnecessary energy use. For example, reducing the time that lights are left on after a night-time security walk around or shifting cleaning hours to the morning.

10 Invest jointly in a retrofit

Use working groups to discuss opportunities to share capital costs and energy savings through a more extensive building retrofit. Start with an energy audit to identify the big wins for your building and then discuss options for how costs can be equitably apportioned through service charges.

MORE INFO

1010uk.org





PLEASE STICK ME WHERE THE GREEN TEAM CAN USE ME

Welcome to **10:10** - the national effort to cut the UK's emissions by 10% at a time.

Thank you for signing up to **10:10**. Joining **10:10** makes your business part of the solution to climate change. The aim is to reduce emissions by 10% in one year – or as close as your company can get – and to help staff, customers and suppliers to do the same. Let's face it – the writing is on the wall for carbon-hungry business practices. By reducing emissions you'll be cutting costs, getting ahead of the curve and helping Britain show the rest of the world how it's done.

Overleaf is a list of actions you can take to work with your tenants and landlords to cut carbon in commercial buildings - just tick each box as you succeed in doing each item

Good luck on your journey to **10:10**.

Team 10:10
business@1010uk.org

Remember to check the **10:10 Business Methodology** to see exactly what you need to do to meet the **10:10** Business challenge. Download at:

1010uk.org/business



For more free advice and guidance contact the **Carbon Trust** customer centre on

0800 085 2005

or visit www.carbontrust.co.uk

a **10:10** Company

Get your company badge for your website at: 1010uk.org/badges



Now that you have taken the first steps to reducing carbon in your non-domestic building, check out LessEn - creators of the UK's first 'building energy' map and sign-up your building.

www.less-en.org



If you're in this carbon reduction game for the long haul, why not apply for the Carbon Trust Standard. Over 100 organisations including some of the best known names in British business already hold the Carbon Trust Standard. To get recognition for real carbon reduction call us on 0800 019 1443 or visit www.carbontruststandard.com

10:10 will only work if everyone's on board, so please encourage your staff, customers and suppliers to sign up too



There are separate checklists for **people**, **schools** and other **organisations** etc



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