

## ENERGY SAVING: What you can do

The University has been very proactive with energy saving initiatives over several years. However, there are things you can do to save energy and make the University 'greener'....

### Heating & cooling

Heating is a large contributor to the University's Carbon Footprint. This can be reduced, whilst making your office more comfortable with a few simple steps.

#### Heating your office

- Set your radiator thermostat to reasonable levels; 3 is usually adequate.
- Ensure your radiator is not blocked by furniture to maximise its efficiency.
- If your radiator is too cold this may not be a fault– the Building Management System (BMS) may have decided it's warm enough. Please see more information below.
- Don't leave doors open if your office is cold (corridors are not generally heated).
- Don't use portable heaters; they are potentially dangerous, use a lot of energy and can actually make the building cooler. The BMS sensors may register the heat from the portable heaters and shut off the heating.
- See our separate leaflet "How the heating works".



Please submit a Maintenance Request (previously known as a Green Button) if your office/workspace is noticeably cold and the radiator is not working / the windows are draughty.

#### Cooling your office

- If your office gets too hot, please turn down your radiator before opening the windows and doors.
- Keep doors and windows closed in air-conditioned areas, if you don't the cool air will escape.
- In summer, use blinds, to reduce overheating from the sun.

More information on the University's heating system can be found on the web:  
<http://www.bath.ac.uk/estates/about/heating/index.html>

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### Lighting

- Switch off the lights if you are the last to leave the room.
- Use natural light when possible.
- Within your team ensure someone is responsible for ensuring all lighting is turned off at the end of the day.



### IT Equipment

- Switch off your computer screen when you are away from your desk.
- Switch off photocopiers, printers and computers over night, during the weekends and holidays.
- When purchasing new equipment look for items with high energy efficiency.

### Kitchens

- Drink tap water (when possible) rather than bottled water.
- Turn taps off properly and report any dripping taps as a Maintenance Request (previously known as a Green Button).
- When you make a hot drink only fill the kettle with as much water as you need. Doing this we could save enough energy to light every street lamp in the UK for a day (5.6 million lights)!
- Fit a timer to water coolers and other devices so that they do not use energy unnecessarily during the evenings and weekends.



More information on how to save energy and the University's energy consumption can be found on the web:

*How you can save energy:* <http://www.bath.ac.uk/estates/energy-sustainability-environment/departments/index.html>

*The University's energy consumption:* <http://www.bath.ac.uk/estates/energy-sustainability-environment/annual-sustainability-reports/index.html>



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