Your guide to checking what you’re already doing at work, and what you could improve on

**ENVIRONMENTAL BASELINE & ACTION CHECKLIST**

This environmental baseline and action checklist is designed to help you identify energy saving actions needed in your business and to inform your action plan for the future.

**HEATING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CENTRAL HEATING** | | **Yes** | **No** | **N/A** | **Action** |
| **Efficiency** | Is the heating maintained regularly (are radiators bled and boilers serviced)? |  |  |  |  |
| Is the heating system adapted to the space and are your employees comfortable with the temperature? |  |  |  |  |
| Can radiators and boiler pipes be insulated and lagged? |  |  |  |  |
| Can radiators have reflectors fitted? |  |  |  |  |
| Is the heating system older than eight years and can it be replaced? |  |  |  |  |
| Are radiators and other heating surfaces clear of obstructions? |  |  |  |  |
| Can repair work be conducted and draught seals installed? |  |  |  |  |
| **Heated period** | Does your business have control over the building’s heating? |  |  |  |  |
| Are unused spaces being heated? |  |  |  |  |
| Are heating and cooling running simultaneously? |  |  |  |  |
| Does the boiler have timers installed and are they set in working hours? |  |  |  |  |
| **Heating level** | Is the space too hot or too cold? |  |  |  |  |
| What is the thermostatic radiator valve (TRV) setting on radiators?  *Note: comfortable temperatures of 19°C are usually maintained when TRVs are set to three. If it’s at five or higher, there’s no control over the heat emitted.* |  |  |  |  |
| Is the heating set between 19 and 24*°C*?  *Note: You can cut fuel consumption and costs by about 8% through a 1°C drop in average temperature.* |  |  |  |  |
| **INDIVIDUAL/LOCAL HEATING (small, electric or oil-based heaters)** | | **Yes** | **No** | **N/A** | **Action** |
| **Time in use** | Are employees using local heating in conjunction with central heating? |  |  |  |  |
| Is local heating switched off during breaks and out of working hours? |  |  |  |  |
| Is local heating left on standby? |  |  |  |  |

**COOLING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CENTRAL COOLING** | | **Yes** | **No** | **N/A** | **Action** |
| **Efficiency** | Are cooling systems maintained regularly and are there records? |  |  |  |  |
| Is the cooling system adapted to the space and are employees comfortable?  *Note: air conditioning should not be switched on until temperatures reach 24°C.* |  |  |  |  |
| Are air condition units older than eight years? |  |  |  |  |
| Are the filters in ventilation systems blocked? |  |  |  |  |
| Are air condition units in server rooms set below 20°C? |  |  |  |  |
| **Cooled period** | Are windows and doors closed when heating or air conditioning is on? |  |  |  |  |
| Are employees happy with the temperature? |  |  |  |  |
| Are timers working and on the correct settings? |  |  |  |  |
| **Cooling level** | Can natural ventilation be used to better advantage? |  |  |  |  |

**LIGHTING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REDUCE USE OF LIGHTS** | | **Yes** | **No** | **N/A** | **Action** |
| **Controls and zoning** | Are there enough controls to allow employees to only use lights when and where they need to? |  |  |  |  |
| Are the controls easy to use and access? |  |  |  |  |
| Are external lights switched off during the day? |  |  |  |  |
| **Sensors** | Could sensors be fitted in certain areas, so lights switch off automatically (such as toilets and store rooms)? |  |  |  |  |
| **Employee behaviour** | Can people do more to use fewer lights? |  |  |  |  |
| Are you actively encouraging employees to switch lights off? |  |  |  |  |
| Do ancillary employees switch lights off out of office hours? |  |  |  |  |
| **Unnecessary lighting** | Are there lights where they aren’t needed (such as above cupboards)? |  |  |  |  |
| **Natural light** | Is natural light being blocked or overlooked? |  |  |  |  |
| **Cleaning lights** | Are windows, skylights and sensors being kept clean? |  |  |  |  |
| **IMPROVE ENERGY EFFICIENCY** | | **Yes** | **No** | **N/A** | **Action** |
| **Efficient technology** | Are energy-efficient high wattage halogens used? |  |  |  |  |
| Have energy-inefficient traditional tungsten bulbs been replaced? |  |  |  |  |
| Are there any energy-inefficient large diameter fluorescent bulbs? |  |  |  |  |

**OFFICE EQUIPMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TECHNOLOGY** | | **Yes** | **No** | **N/A** | **Action** |
| **Time in use** | Can employees switch off equipment during breaks or out of working hours more often? |  |  |  |  |
| Are power management functions enabled (such as energy star feature and sleep mode on printers)? |  |  |  |  |
| Can timers be installed on certain equipment (such as vending machines)? |  |  |  |  |
| Does a lot of equipment get left on standby (such as chargers and printers)? |  |  |  |  |
| Do ancillary employees switch equipment off outside of office hours? |  |  |  |  |
| **Efficiency** | Is your equipment old? |  |  |  |  |
| **CATERING EQUIPMENT** | | **Yes** | **No** | **N/A** | **Action** |
| **Period of**  **power on** | Is catering equipment left on standby? |  |  |  |  |
| Are water heaters constantly left on? |  |  |  |  |
| **Efficiency** | Is catering equipment old (such as fridges, dishwashers and microwaves)? |  |  |  |  |

**WASTE MANAGEMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REDUCE RESOURCE USE** | | **Yes** | **No** | **N/A** | **Action** |
| **Reuse resources** | Do employees use disposable items (such as cups, paper towels, plastic cutlery and bottled water)? |  |  |  |  |
| Is there a lot of packaging and cardboard waste from suppliers? |  |  |  |  |
| Do employees have ‘bad’ printing habits (such as single-sided printing and printing emails)? |  |  |  |  |
| **RECYCLING** | | **Yes** | **No** | **N/A** | **Action** |
| **Materials** | Does your business recycle? |  |  |  |  |
| Could you be recycling more materials (such as plastic, furniture, IT equipment and batteries)? |  |  |  |  |
| Does your business produce enough food waste to allow for composting or food waste collection? |  |  |  |  |
| **Recycling rates** | Do employees have personal bins? |  |  |  |  |
| Are there enough recycling bins and are they clearly labelled? |  |  |  |  |
| Are recycling bins contaminated with waste materials (such as food)? |  |  |  |  |
| **PROCUREMENT** | | **Yes** | **No** | **N/A** | **Action** |
| **Environmentally friendly products** | Does your business use sustainable products (such as Fairtrade tea and coffee, environmentally friendly cleaning products and recycled paper)? |  |  |  |  |

**TRANSPORT**

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| --- | --- | --- | --- | --- | --- |
| **REDUCE BUSINESS TRAVEL** | | **Yes** | **No** | **N/A** | **Action** |
| **Travel**  **alternatives** | Can technology replace some travel (such as video conferencing)? |  |  |  |  |
| Are certain journeys avoidable (such as taxi journeys)? |  |  |  |  |

**COMMUNICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE ENGAGEMENT** | | **Yes** | **No** | **N/A** | **Action** |
| **Communication** | Are employees given environmental or energy efficiency training? |  |  |  |  |
| Is a green team set up and active? |  |  |  |  |
| Does you actively tell your employees about environmental initiatives? |  |  |  |  |
| **Policy and strategy** | Do you have an environmental policy and targets signed off by senior management? |  |  |  |  |
| Are these communicated internally and externally? |  |  |  |  |