ECO-FRIENDLY

CHECKLIST FOR BUSINESS OWNERS

1 Conduct an energy audit

- Walk around the building and make a list of any drafts ☐
- Inspect insulation and determine if pipes and chimneys are sealed correctly ☐
- Inspect filters on radiators to see if they need cleaning ☐
- Estimate how long lights are in use ☐
- Estimate how long you use appliances and tech ☐
- Examine your previous energy bills ☐
- Check if you are getting the best deal by using an energy comparison website like Make It Cheaper ☐

2 Assess the effectiveness of your insulation

- Ask a professional to check wall insulation ☐
- Block drafts yourself with draft excluders ☐
- Add radiator reflectors to increase efficiency ☐

3 Research renewable energy for businesses

- Understand more about renewable energy by researching online ☐
- Ring a green energy provider to see what is suitable for your office ☐
- Ask experts about solar panels - a popular, non-intrusive option ☐

4 Assess the energy-efficiency of appliances and office tech

- List the age of all office tech and appliances ☐
- Check the energy-efficiency of each model ☐
- Upgrade tech to greener models where possible ☐
- Consider which tech wastes the most energy to decide what to buy first ☐

5 Monitor how much electricity for artificial light is wasted

- Take note of how often lights are left on around the office ☐
- Arrange for light sensors to be installed in every room ☐
- Assess your office space for the potential to insert skylights ☐
- Install skylights to maximise natural light if possible ☐

6 Check the type of lightbulbs your business uses

- Replace existing bulbs an energy-efficient alternative ☐
- Consider CFLs and LEDs ☐

7 Take action to make recycling easier for employees uses

- Make sure the recycling bin in the kitchen is a sufficient size ☐
- Buy smaller recycling bins that can fit under or between desks ☐
- Place recycling bins closer to employees in their workspace ☐

8 Check the eco-friendliness of your stationary cupboard

- Ask if your current paper and stationary provider offers ☐
- recycled paper and sustainable stationary ☐
- If not, consider switching supplier ☐
- Regularly remind staff paper can be recycled up to five times ☐

9 Educate staff about the environment

- Fill the staff calendar with events concerning the environment ☐
- Place educational material and posters around the office ☐

10 Discover which staff are the most eco-conscious

- Ask managers to make note of eco-friendly staff ☐
- Set up an incentive to reward staff ☐
- Announce monthly rewards in the office to encourage others to take action ☐

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