

Support and Training for an Excellent Energy Efficiency Performance (STEEEP) is a 3-year European project that helps small and medium sized enterprises (SMEs) from a range of sectors to reduce their energy consumption and become more energy efficient. About 600 businesses from 10 different countries have already decided to cut their energy costs by implementing an energy management strategy. Be the next one to experience a STEEEP increase in your energy savings!

Visit us on [www.steep.eu](http://www.steep.eu)

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Contact STEEEP's office  
Ms Nicoletta Favaretto  
Project Manager  
c/o EUROCHAMBRES  
Avenue des Arts 19 A/D, 1000 Brussels  
Belgium  
[favaretto@eurochambres.eu](mailto:favaretto@eurochambres.eu)  
Tel +32 (0)2 282 08 75  
Fax +32 (0)2 230 00 38

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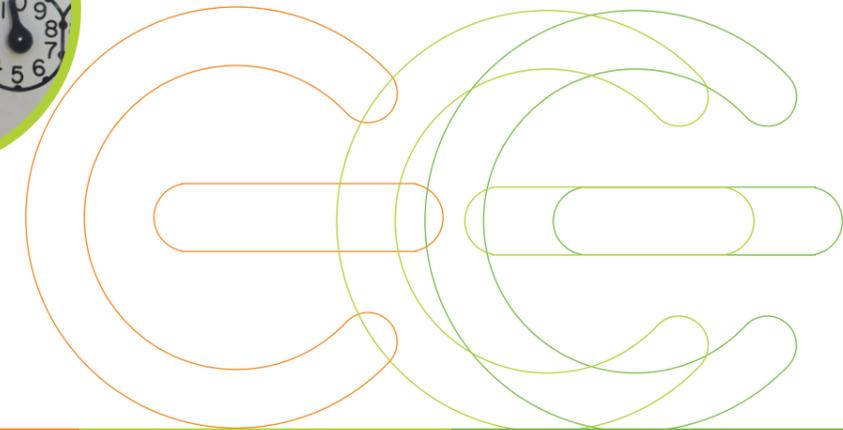
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Support & Training for an Excellent  
Energy Efficiency Performance



## 10 tips to reduce energy consumption

Start saving **now!**



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Energy costs are manageable. Being energy efficient makes your company more competitive. It also reduces your company's environmental footprint and increases its sustainability, which can in turn enhance your brand and reputation.

Discover some easy, low cost and highly effective measures that your business can implement to save energy.

# 10 tips to reduce energy consumption



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1

## Turn it off!

Light only where necessary and reduce levels to the required minimum. Turn off lights when they are not needed: in unoccupied areas, at night, during weekends. Use power strips to turn off multiple items with a single click. Install motion sensors in common areas and in those used occasionally.

2

## Let your day at work be efficiently bright

Make use of daylight as much as possible and choose light colors for your walls. Clean dusty windows and let the sunshine in. Clean lamps at least once a year and choose energy efficient light bulbs, such as CFL or LED. They last longer than standard incandescent bulbs and consume less energy.

3

## Power down your office equipment

Printers, computers (monitors as well), copiers, fax – turn them off when not in use, especially overnight or at weekends. *A photocopier left on overnight uses enough energy to produce over 1500 copies* (source: Carbon Trust). Set your screen saver to black mode. Set up power-saver features on your office equipment.

4

## Adjust thermostats

Lower your room temperature by 1 degree and conversely increase the temperature of your air conditioning by 1 degree. This will translate into energy savings of about 6%. Turn off your air conditioning and heating system during periods of complete inactivity and in unoccupied areas. Set your hot water at 55° C instead of 60° C. Close doors and windows when heating or air conditioning is on.

5

## Switch to smarter refrigeration

Adjust the temperature set point and ensure that doors of refrigerated areas are closed and the door seal is tight when the system is working. Try to avoid placing refrigeration equipment in hot areas or next to hot equipment. Allow air to circulate freely around and above the refrigeration units to guarantee proper ventilation.

6

## Perform regular maintenance

Clean or change Heating Ventilating Air Conditioning (HVAC) filters frequently, (once a month if your business is in an industrial area with particularly polluted air). Dirty filters overwork the equipment to keep warm or cool. Clean filters improve the performance of your existing equipment and your workplace conditions.

7

## Optimise your compressed air system

Ensure that your compressed air system runs only when the plant is in use and set it at minimum working pressure. Reducing the operating pressure by 0.5 bar translates into 3.5% less energy consumption. Disconnect any section of compressed air systems that are no longer in use. Detect the presence of possible leaks.

8

## Be efficient from the start

Include energy efficiency criteria when selecting new equipment. Switch to high-efficiency equipment and energy saving technologies (energy efficient boilers, energy efficient light bulbs, etc.) - the EU energy label helps you to choose products which save energy and money.

9

## Monitor your energy use

Read your meters and keep track of your energy consumption. Follow your energy statistics to assess the effectiveness of your energy saving efforts. To do so, consider installing smart meters.

10

## Compare offers

Choose the contract and type of energy that best suits your needs and consider switching to a renewable energy electricity tariff for your activity. "Energy Performance Contracting" can help you to finance and implement more ambitious energy efficiency investments.