



Energy Walk Around



Lighting	Complete Y/N	Action	Comments
Is lighting switched off in unoccupied areas (e.g. bathrooms, meeting room etc)?		Make sure light switches are easily accessible and, if necessary, put up notes to remind everyone to turn off the lights.	
Are the lights switched off when there is sufficient daylight?		Make it a habit to check lighting a few times throughout the day.	
Are lights on unnecessarily? Are any lights dimmed when they could really be switched off?		Only use lights when necessary.	
Are light switches labeled and lighting zones clearly identified?		Label switches and inform staff of the need to turn off the lights when leaving an area.	
Can desk lamps be used instead of the main light?		Provide desk lamps for staff.	
Do lights exist in unnecessary or obscure places (ie near windows or above shelving)?		Remove any unnecessary lights.	
Can cleaners be encouraged to switch off lights once they have cleaned an area?		Remind cleaners to turn off lights. If necessary, put up notes.	
Are external lights on during the day?		Always turn off any external lights when not needed.	

Lighting	Complete Y/N	Action	Comments
Are energy saving lights installed throughout the office?		Replace traditional bulbs with energy efficient versions.	
Are all office lights switched off at night and on weekends/public holidays?		Find out who leaves the office last and make sure that person remembers to turn off all lights.	
Are lights in certain areas too bright?		Replace lights that are too bright with a lower wattage version. Always adjust lighting to comfortable levels.	

Equipment	Complete Y/N	Action	Comments
How many computers, faxes, scanners, copiers and printers are there in your office? Can the number be reduced?		Try to work with the minimal necessary equipment.	
Are energy saving features on computers and other equipment activated?		Find and activate energy saving features on all equipment, especially on photocopiers.	
What type of computers are staff using?		When computers need replacing consider LCD flat screen monitors or, even better, laptops to save energy.	
Is non-essential equipment switched off overnight and on weekends, including computer screens?		Inform, and if necessary, remind staff to turn off their computers and screens at the end of the day.	



Equipment	Complete Y/N	Action	Comments
Can timers be fitted to vending machines/water coolers?		Install timers and set them to turn on only during office hours.	
Can any equipment be switched on later in the day, and switched off earlier?		Only switch on equipment when needed. Remember to turn off after use.	
Can screens and other equipment be switched off during the day (e.g. during lunch)?		Encourage staff to turn off their screens when going to lunch or meetings.	
Have heaters/boilers been serviced in the last 12 months?		Make sure heaters and boilers are serviced regularly to maintain efficiency.	
Are staff printing documents unnecessarily?		Remind staff to print only when absolutely necessary.	
Can fax machines be fitted with an electronic fax option to receive documents as files instead of paper?		Fit your fax machine with an electronic fax option. That will save you all the paper from printing out unnecessary faxes.	
Can the number of printers be reduced to one single printer in a central area?		See which areas in the office can be pooled to share one printer.	
Does all equipment have a high energy-star rating?		When buying new equipment, always choose products with a high energy-star rating.	
Is failed or failing equipment reported quickly		Report and fix/replace failing equipment to maximise efficiency.	



Heating	Complete Y/N	Action	Comments
Does the temperature vary much during the day?		Provide the right temperature. As an indicator, 19-20 °C is the recommended temperature in offices.	
Do occupants complain it is too hot or too cold? Are staff in the office underdressed in winter?		This may be an indication that heating/cooling is out of control. Check temperature levels and provide the right temperature consistently.	
Are thermostatic radiator valves set correctly? Do they work or are they broken?		Set valves correctly and make sure they are working properly.	
Do radiators need bleeding of air to make them effective?		Check radiators regularly and bleed as required.	
Are radiators blocked by boxes/furniture restricting air circulation?		Make sure radiators are unobstructed.	
If the room tends to overheat can distribution pipe work be insulated?		You may want to consider mobile insulation to use the extra heat in winter but keep it out in summer.	
Are mobile electric heaters in use?		If yes, find out why the office is too cold and try to provide the right temperature to eliminate the need for individual electric heaters.	
If there are permanent electric heaters with individual temperature and time controls, are they set correctly?		Make sure that heaters are efficient and that all controls are set correctly.	



Heating	Complete Y/N	Action	Comments
Are windows and doors draughty?		Seal windows and doors to decrease heat loss.	
Are external doors and windows closed when heating/cooling is on?		Make sure office is well insulated, including closing all doors and windows, when heating/cooling is running.	
Are heating pipes well insulated where necessary?		Avoid heat loss by making sure that pipes are well insulated.	
Is faulty heating reported quickly?		Report and fix/replace any faulty equipment to maximise efficiency.	

Water Use	Complete Y/N	Action	Comments
Are there any dripping taps?		Fix all dripping taps.	
Is there any evidence of other water leaks? (e.g. wet pathways on a dry day)		If yes, find the source for water leakage and repair.	
Is water escaping from overflows either inside or outside buildings?		Fix all leaking pipes and taps.	
Are faulty taps, toilets, etc reported quickly?		Report and fix/replace any faulty equipment to maximize efficiency.	



Waste	Complete Y/N	Action	Comments
Does local council provide recycling facilities?		Make sure appropriate recycling bins are provided.	
Are recycling facilities provided in the office and easily accessible to staff?		Distribute bins throughout the building and ensure staff are aware of them.	
Are cleaners aware of office recycling?		Inform cleaners of your recycling efforts and ensure they use the right bins.	
Is other waste produced unnecessarily, such as printing documents which could be read on the computer?		Educate: make sure employees are aware of the need to save paper and energy and know how.	
Do staff re-use scrap paper for taking notes before disposing of it?		Make sure paper is reused for notes before it gets thrown out. Consider collecting it centrally and binding it into notebooks.	

Other Considerations	Complete Y/N	Action	Comments
Are any window panes cracked or broken?		Fix any broken windows and seals.	
Is there evidence of problems with double glazing (e.g. moisture between panes)?		This is indicative of leaks. Make sure old seals are replaced and windows do not let in draughts when closed.	
Is there adequate draught proofing on windows and external doors?		Check for leaks and replace seals regularly.	



Other Considerations	Complete Y/N	Action	Comments
Are fridge doors kept closed? Do seals need replacing?		Reminder signs can help ensure that the fridge is only opened when absolutely necessary	
Can the fridge be set to a higher temperature, and is the back of the fridge well ventilated?		Between 4-5 °C is the recommended temperature for fridges. Most fridges are cold enough for food to freeze close to the walls!	
Are kettles overfilled for hot drinks?		Encourage staff to use only the amount of water they need. This will save water and energy.	

