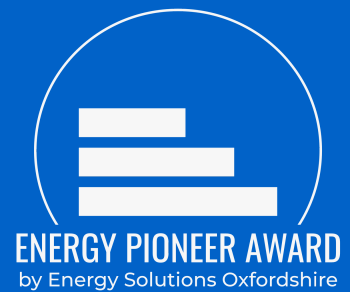


# Workplace energy efficiency checklist



## Energy data collection & analysis

- Have in place a system for regular collection and analysis of energy data - which ideally would be Automatic Meter Reading (AMR)
- Produce actual (not estimate) data, for instance meter readings.
- Use the data gathered to make improvements to energy usage.

## Energy & carbon reduction goals

- Documented evidence of the organisation's goals on reducing carbon emissions
- Share goals with staff, stakeholders, and general public.
- Have a method in place for measuring progress against goals - and documenting the ongoing progress.

## Energy management strategy

- Documented evidence of an energy management strategy - including setting targets.
- Have a method in place for measuring progress against the strategy & targets - including regular reviews.
- A member of senior management or Board has responsibility for the strategy and targets as part of the role.

## Energy management processes

- Designated staff (or contractor) roles and responsibilities in place to manage day-to-day energy use.
- Provide documented procedures are in place for managing day-to-day energy use - including logging any improvements made.

## Building fabric improvements

- Energy efficiency improvements made as appropriate for the premises e.g.
  - installing or increasing insulation levels (wall, roof, floor)
  - draught-proofing windows and doors
  - installing thermal blinds
  - installing LED lighting.

## Energy efficiency technology

- Develop a plan for the organisation's technology priorities for energy efficiency e.g. heat pumps, heating, ventilation and air-conditioning (HVAC) equipment, solar thermal system etc.
- Evidence of plans to install technology to improve energy efficiency, such as research or quotes from contractors.

## Stakeholder engagement

- Evidence of communications about energy usage, improvements, and targets to internal stakeholders (staff, Board members, partners) and available for the general public - transparency.
- Documented evidence of the organisation's environmental impact, designed for external stakeholders.

## Staff awareness & training

- Evidence of a programme of staff engagement to drive energy awareness.
- Materials developed to support this e.g. posters put up within the building, slide deck for internal briefing.
- Process in place for ongoing staff training, including new staff and when new technologies are implemented.

