

# Six steps to an Energy Efficient Business

Let us be your guide to saving energy





# Contents

1. Introduction	2
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## 2. Making your business Energy Efficient

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Step 1 - Appoint a Power Saver	3
Step 2 - Understand your ESB bill	4
Step 3 - Monitor your usage	5
Step 4 - Review your operations	6
Step 5 - Plan and implement improvements	7
Step 6 - Monitor and review progress	8

# Introduction

Reducing your electricity consumption means saving money and ESB Customer Supply is committed to helping Irish businesses do just that. This can be done simply, by adopting practices that use less electricity in all parts of your business. No matter what type of business you have, there are always opportunities to reduce electricity consumption.

Take a look at the advantages of reducing the amount of electricity you use:

- lower electricity bills which will help keep your business competitive
- lower risk of power shortage as the demand on the distribution network is reduced
- lower CO<sub>2</sub> emissions which is good for the environment

ESB Customer Supply will guide you all the way. This booklet shows you in six simple steps how your business can become energy efficient. For further information you can also visit our website [www.esb.ie/business](http://www.esb.ie/business), email us at [business@esb.ie](mailto:business@esb.ie) or call our Business Centre on **1850 372 787**.

# Making your business Energy Efficient

## Step 1 - Appoint a Power Saver

- The first step to reducing your energy consumption is to nominate somebody in your business to be responsible for energy management - make energy management part of their job.
- The Power Saver must have the support of senior management and should report to them on creating and implementing an energy management plan.
- Once appointed, the Power Saver should create a plan for energy management that:
  - identifies where / how energy is currently being used
  - uncovers the areas for improvement in current practices
  - identifies solutions
  - puts these solutions into practice
  - reviews and reports performance
  - briefs staff on their role in reducing usage
- The Power Saver will be the point of contact for ESB Customer Supply on energy efficiency.

## Don't be put off

This person does not need to be an expert in electricity. Many improvement measures simply involve behaviour changes that have no or low cost yet make an immediate saving.

Remember, the ESB Customer Supply Business Centre will be there to help your Power Saver with advice and information as required - **business@esb.ie** or telephone **1850 372 787**.



# Making your business Energy Efficient

## Step 2 - Understand your ESB bill

Every customer has a tariff or pricing structure that applies to their supply agreement - our business customers are either on the Maximum Demand or General Purpose tariff. At ESB Customer Supply we have information leaflets that explain the makeup of your bill charges. These are available at [www.esb.ie/business/bill](http://www.esb.ie/business/bill)

Each tariff has a different make-up and understanding this is the starting point in

reducing your costs - once you understand the basis for your charges, you can then start thinking about how to become more efficient in the way you use electricity.

Understanding your tariff may present a saving opportunity that you were not aware of. For example - for customers on the General Purpose tariff, did you know that if as little as 10% of your current or potential electricity usage can be moved to night time, you may benefit by moving to our Nightsaver tariff option where usage charges are approximately 50% cheaper than daytime?

### Don't be put off

Tariffs may seem complicated but are pretty easy to understand when the right explanation is provided.

Remember, the ESB Customer Supply Business Centre will be there to help you understand your bill - [business@esb.ie](mailto:business@esb.ie) or telephone **1850 372 787**.



# Making your business Energy Efficient

## Step 3 - Monitor your usage

Your Power Saver should locate the electricity meter and begin taking readings, electricity meters are easy to read - simply note the digits from left to right. The changes in your meter reading over time represent your consumption of electricity in Kilowatt Hours - noted as (kWh).

You are charged a rate for each unit consumed. A full explanation of how to read all ESB meter types is available at [www.esb.ie/business/meter](http://www.esb.ie/business/meter)

To get a measure of how much electricity is being used during the day and night, you should begin a programme of reading and recording your meter at the start and end of each day. When you have established a daily pattern, you can move to weekly readings to establish weekly or seasonal patterns.

Prepare a summary spreadsheet charting your electricity usage patterns. This will provide a start point for investigating the equipment that is using electricity. You cannot save what you don't measure. So use your meter and get saving!

kWh  
(Kilowatt Hours)

# Making your business Energy Efficient

## Step 4 - Review your operations

Taking your usage pattern information from step 3, walk through your premises and look for all the ways your business operations use electricity. This will identify the equipment that is using electricity and from this, you can think about energy efficient options. Use the ESB Customer Supply handbook 'Energy Efficiency Made Easy' as a guide during this process - [www.esb.ie/business/eemadeasy](http://www.esb.ie/business/eemadeasy)

When reviewing your operations, consider all the electrical equipment you use:

- Can running hours be reduced?
- Can controls be fitted to 'switch off' when not in use?
- Is the equipment properly serviced and maintained?

These are all ways of reducing electricity and thereby saving money.

Remember it's very important to get staff involved as they will be the ones implementing the improvements and, if motivated, will be a source of new ideas over time.

Another way to identify energy efficiency opportunities, is to get an energy audit carried out by a professional. A list of recommended auditors is available on our website:

[www.esb.ie/business/audits](http://www.esb.ie/business/audits)



# Making your business Energy Efficient

## Step 5 – Plan and implement improvements

It's important to establish specific measurable objectives and targets that you hope to achieve, for example **'to reduce annual electricity costs by 15% over a 12 month period'**. Have an action plan with improvements for each of the areas that use electricity for example:

- Lighting – fit energy efficient lamps and develop a 'Switch Off' programme for staff.
- Heating – reduce the thermostat by 1°C and plan to look into sensor controls if not already in place.

- Office equipment – fully switch off all equipment when not in use.

Prioritise the most important areas to concentrate on, for example, office equipment or lighting. Begin with simple actions and gradually include more complicated areas. Make sure everybody is aware of the plan by communicating it throughout your business and also ensure that all staff can get involved and play their part in making savings.



# Making your business Energy Efficient

## Step 6 - Monitor and review progress

We recommend you start the programme with a special celebratory event and include all of the team. Then keep awareness and enthusiasm up by:

- placing energy awareness messages at strategic locations throughout the business such as notice boards, canteen area and beside light switches, office equipment etc.
- beginning to implement cost cutting measures in your chosen areas.
- involving as many people as possible in the plan to help generate good suggestions and feedback.
- perhaps introducing an incentive i.e. if you manage to save a targeted amount, there will be a special office outing, or half day, or Christmas bonus - all guaranteed to get your staff into good energy saving habits.

By working together, you'll soon notice your electricity consumption and your bills decrease. So start an energy saving programme today!







Customer Supply

[www.esb.ie/business](http://www.esb.ie/business)