Energy saving guide for small businesses
Environment and Energy Helpline
Free help to save your business money...

0800 585794

Produced for the Department of the Environment, Transport and the Regions by

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This Guide is designed to be used by the manager of a small business who is seeking to ensure that energy is used as efficiently as possible within the business. 'Small' may be taken to cover any size of business from a one-person enterprise to a company employing up to 250 people – in effect, any business in which energy management is not the sole, or main, occupation of one individual.

The Guide uses a step-by-step approach to help you improve profits and competitiveness – by identifying the savings to be made on heating, lighting, transport and other energy-consuming equipment. It is set out in the form of action points and checklists covering the major areas of energy use. The Department of the Environment, Transport and the Regions (DETR) publishes guides that cover these areas in greater detail, and a list of these can be found at the end of this Guide.

Every business uses energy – most could use less. Experience shows that energy costs can usually be reduced by at least 10%, and often by as much as 20%, by simple actions that produce quick returns.

Reduced energy costs feed through directly to increase profits and competitiveness. In many businesses, a 20% cut in energy costs represents the same bottom-line benefit as a 5% increase in sales. Also, large firms are increasingly demanding that their suppliers demonstrate their green credentials.

Although energy may not represent a high proportion of your company’s turnover, it is a controllable cost that offers scope for reduction.

**Protecting the environment**

By saving energy you are not just saving money, you are also helping the environment.

Burning fuel and generating electricity releases pollution and carbon dioxide (CO₂) into the atmosphere. The environmental consequences include acid rain and climate change, with damaging effects to life on earth.

This Guide will help you to:

- check what you are paying for your energy
- find out how your energy is being used and if it is being wasted
- achieve savings in your energy costs
- help the environment through good energy management.

A small chemical company, employing 50 people, invested £66 500 in energy-related schemes. It saved £76 000 in the first year alone.
Summary
Introducing an energy efficiency scheme into a business can often have unexpected results, such as:

- benefits that extend well beyond the immediate effects of energy saving alone
- a general improvement in staff attitude, and in the way that things are done
- long-standing problems being brought into the light, where they can be rectified
- increased levels of staff comfort.

In addition, your costs will be reduced, your competitiveness increased and you will be helping the environment.

This Guide sets out seven simple steps to improve the energy efficiency and profitability of your company. These are explained in the diagram below, and described in more detail in the rest of the Guide.

Step-by-step flow chart

Your best strategy for saving energy will depend on the nature and scale of your business. It is not necessary to complete each of the steps in the flow chart before commencing the next.

Step 1 Make someone responsible
Make someone responsible for being the energy champion of your organisation

Step 2 Establish the facts
Before you can manage your energy, you need to measure how much you are using

Step 3 Compare your performance
Use your current energy use as a benchmark to compare your consumption with similar businesses or to set targets

Step 4 Plan and organise
Involve your staff in working out an action plan for making the company more energy efficient and competitive

Step 5 Pay less for your energy
Check that you are not paying too much for the fuel and electricity you use

Step 6 Use less energy
Find the areas of obvious waste and identify where investment is needed

Step 7 Control and monitor
Keep your control system under constant review
Step 1. Make someone responsible

Once you have decided to make energy savings, it is important that someone should be the ‘energy champion’ in your organisation – perhaps it will be you.

Looking after energy is not a full-time job in a small company; nevertheless, the person appointed should have the support of top management and be given the necessary resources to be effective. Without clear commitment and accountability it is doubtful that there will be significant savings. The energy champion should:

- act as the firm’s ‘eyes and ears’ for energy wastage
- encourage others to use energy more efficiently
- be responsible for reading the meters and checking fuel bills
- develop a weekly or monthly checklist of duties
- consider forming an Energy Action Team to report on progress and problems and to stimulate further action.

This Guide provides you with information and advice to enable you to achieve energy savings. If, however, you cannot spare the time, and your energy bill is sufficiently high – say greater than £10 000 a year – you may wish to call in outside help. As well as energy consultants, there are many sources of free help and information, such as your local Business Link, your fuel supply companies, your local Regional Energy and Environmental Management Contacts and the Environment and Energy Helpline (useful telephone numbers are on page 19).

Energy is often regarded as an unseen and uncontrollable overhead with no one taking responsibility for it.

A Works Energy Manager achieved major improvements simply through changes in staff attitudes and good housekeeping.
Step 2. Establish the facts

Summary
At the end of this step you will have:
- a clearer picture of your energy costs
- a measure of the relative value of the different fuels you use
- an idea of the variation in consumption patterns over the year
- a better understanding of your energy use, and the basic data for making improvements.

It is often said that you cannot manage something if you cannot measure it. In order to start managing your energy costs you need to:
- review your invoices for electricity, fossil fuels (gas, oil, coal), and transport fuels for the past year
- work out how much you are spending on each type of fuel.

With this information you can establish a baseline for energy use, and establish the relative importance of the various fuels.

Meter readings
Invoices alone will not provide sufficient information for you to take full control over your energy costs. For this you need to take your own meter readings at regular and frequent intervals. This will help you to:
- identify exceptional consumption and attend to the causes quickly
- check utility invoices and ensure that you pay only for the fuel actually used
- compare current costs with previous years
- assess the seasonal pattern of consumption.

How often you take meter readings will be determined by how much energy is used. As a rule of thumb, meters should be read monthly if invoicing is quarterly, and be read weekly if invoicing is monthly.

A printing company with an energy bill of £12 000 a year keeps a regular check on its fuel use. The pie chart shows how much was spent on each fuel in the last year.

"On examining its energy consumption pattern, a small company found that a production process was switched on each night just to keep the night watchman warm."
Establish the facts

Recording and analysing fuel consumption
Meter readings can be recorded on worksheets or on a computer spreadsheet. In either case, consumption can then be displayed graphically, which is useful for detecting trends and giving warning of exceptional consumption. Fluctuations in energy use may have many possible explanations, including variations in workload, holidays, the season or the weather. If these simple explanations fail, then it is worth looking further to check if some equipment malfunction or change in working method has caused an increase in energy use.

Fuel for vehicles
The relatively high cost of transport fuel means that if you have a transport fleet, a high proportion of your overall energy costs will be for diesel or petrol.

Each vehicle should have a record of activity and service log. This should record date, mileage reading, fuel purchased, cost, driver and service details. Information from these records can be used to analyse vehicle performance and overall costs.

By managing its electricity supply this small company reduced unit costs.

By monitoring its electricity use, this small business was able to measure the energy savings it had made after implementing an 'Energy Investment Programme'.

"A depot saved £5000 a year when it realized that it was unnecessary to heat a warehouse used for storing goods which could withstand -20°C. Warm clothing and a heated room for operators were provided."
Step 3. Compare your performance

Summary
At the end of this step you will have:
• an idea of whether your fuel consumption is normal
• a way of correcting for weather variations.

Once you have collected consumption data it can be used to compare:
• your performance against typical standards for similar businesses
• this year's performance with the last
• several sites or buildings in the company with each other.

Making these comparisons will help you set improvement targets and identify where there is the greatest scope for saving energy.

The DETR has published data on typical energy costs for a range of buildings. Some examples are given in table 1. The costs shown are total annual energy costs, including fossil fuel for heating, and electricity.

There are also publications giving typical total energy consumption for manufacturing sectors such as rubber, plastics, printing etc. Contact telephone numbers are given on the back page.

Correcting for weather variations
In some buildings, heating can account for a large proportion of the fuel bill, but consumption will vary widely with the seasons. Variations in the weather from one month to the next can make it difficult to make accurate comparisons between meter readings. Allowances can be made for variations in ambient temperature by using a method known as 'degree day' analysis. An explanation of degree days is given in Fuel Efficiency Booklet 7 (see back page for details). Degree day data for a given month is available from the relevant Energy and Environmental Management magazine. This free magazine is published by DETR - for more information, contact Lynne Ebdon on 0171 276 6142.

Transport
Petrol and diesel consumption figures for cars under test conditions can be readily checked from manufacturers' handbooks or 'new car fuel consumption booklet' from the Vehicle Certification Agency (0117 952 4191).

Consumption figures for cars, vans, buses and goods vehicles actually achieved in practice are available from ETSU. Your records will quickly show which vehicles and (probably) which drivers are responsible for using too much fuel, enabling improvement targets to be set. This will help establish cost-effective maintenance and training programmes.

Table 1 Comparing your building's performance

<table>
<thead>
<tr>
<th>Type of building</th>
<th>Good performance less than (£/m²)</th>
<th>Poor performance more than (£/m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices</td>
<td>Naturally ventilated/ cellular</td>
<td>3.74</td>
</tr>
<tr>
<td></td>
<td>Naturally ventilated/open plan</td>
<td>4.70</td>
</tr>
<tr>
<td></td>
<td>Air-conditioned</td>
<td>8.40</td>
</tr>
<tr>
<td>Factory/warehouse</td>
<td>General manufacturing</td>
<td>7.80</td>
</tr>
<tr>
<td></td>
<td>Light manufacturing</td>
<td>5.50</td>
</tr>
<tr>
<td></td>
<td>Warehouse/storage</td>
<td>4.00</td>
</tr>
<tr>
<td>High street shops</td>
<td>Non-food shops</td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td>Food shops</td>
<td>30.00</td>
</tr>
<tr>
<td></td>
<td>Estate and travel agencies</td>
<td>6.00</td>
</tr>
<tr>
<td></td>
<td>Restaurants</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Fast food outlets</td>
<td>65.00</td>
</tr>
<tr>
<td>Hotels</td>
<td>Business/holiday</td>
<td>560</td>
</tr>
<tr>
<td></td>
<td>Smaller</td>
<td>520</td>
</tr>
</tbody>
</table>
Step 4. Plan and organise

Summary
At the end of this step you will have:
- developed an energy policy with objectives and targets
- assigned responsibility for carrying out a range of actions to individual members of staff
- involved and motivated your staff.

The first step in planning is the development of an energy policy statement. This should be used to raise staff awareness and demonstrate the commitment of senior management. In small businesses this may be the proprietor.

Set objectives and targets
A simple policy statement should set out the main objectives, together with the performance targets that need to be met to fulfil the objectives.

Develop action plans
Once objectives and targets have been agreed, action plans can be drawn up to drive the management plan forward and set down what needs to be done from day to day. To be effective, the action plans should:
- have agreement and approval from the managers/owners
- relate actions to particular objectives
- assign actions to individuals
- describe the manpower and budget resources that have been allocated.

Steps 5 and 6 in this Guide describe some of the most common ways in which energy costs can be reduced, and some typical actions to include in your plans.

Staff involvement
Obtaining the commitment of your staff and motivating them to use energy efficiently is crucial to achieving success. It is easy for staff to regard energy use as something the boss should worry about. It is also easy to irritate them with little notices about shutting doors and windows.

To encourage staff to participate in the campaign to save energy:
- ask them to help identify actions that need to be taken
- establish with them clear and achievable targets
- agree how responsibilities should be allocated.

If your company is large enough, competitions and incentive schemes should be considered; or at the very least a programme of events and letters of appreciation for energy-saving ideas should be circulated.

- Write a policy statement and have it agreed by the board/proprietor.
- Set out objectives and targets for each part of the company.
- Express objectives and targets in ways that provide real incentives for all your staff.
- Draw up a detailed action plan to guide day-to-day activities.
- Assign actions to individuals, with clear deadlines for reporting progress and completion.
Step 5. Pay less for your energy

Summary
At the end of this step you will have:
- checked that you are not paying too much for the fossil fuel and electricity you use.

One way of reducing energy costs is to buy your fuel at the lowest price.

Businesses can now negotiate directly with suppliers if their gas or electricity consumption is above a minimum level, so shop around for the best deal.

Gas
For gas, if your annual consumption is greater than 2500 therms, you can negotiate a supply contract with any supplier. Below this consumption figure you will be on a British Gas standard tariff, with discounts available for prompt payment and payment by direct debit. From 1998 the restriction of a minimum 2500 therms will be removed, allowing all companies to take out a contract direct with a supplier.

Electricity
There are many factors which affect what you pay for a unit of electricity and this is not the place to describe the tariff structure in detail. To reduce what you pay you should bear in mind that the price of a unit varies significantly throughout the day, being substantially cheaper at night. In addition your maximum demand - i.e. the maximum number of electricity units your premises take from the supplier in a half hour period - can have a big impact on what you pay, especially if your maximum demand exceeds that in your agreement with the supplier. There are several ways of paying less for each unit of electricity, for example:
- make maximum use of cheaper units, especially night-time units
- minimise use of peak rate winter units
- reduce peak demand where possible
- check the tariffs to ensure you are paying the minimum amount for availability
- check with your supplier that your load has no unusual characteristics, such as low power factor.

Purchasing electricity competitively
How you purchase electricity depends on your maximum demand. If your maximum demand is greater than 100 kVA, you can negotiate a contract with any supplier. You will need a ‘code 5’ meter which records consumption every half hour and automatically sends the reading to the supplier. To install and maintain the meter will cost a few hundred pounds per year, but you can use the meter to determine your usage profile which is essential information for minimising your maximum demand and negotiating the best contract with a supplier. Lower prices can be obtained by minimising the maximum demand in any half-hour period during the day and, depending on the details of the contract, minimising demand during the peak times of 4.30 pm to 7.30 pm Monday to Friday, November to February.

"A small company halved its energy bill when it asked consultants to look for cheaper sources of energy – not less energy, just cheaper."
If your maximum demand is less than 100 kVA, currently you will be on a tariff. There is a wide range of tariff structures and it is important to check that your tariff is the most economical for your consumption pattern. You may need to set up a data logger to obtain your usage profile over at least a few days during the season of greatest demand. (Alternatively you could install a code 5 meter, but the cost may not be justified and it may restrict your tariff options after 1998.) Ask electricity companies for a copy of their tariff booklet and start examining how you can reduce your bills by managing your usage profile or changing to another tariff. From 1998 you will be able to negotiate a contract with any supplier and may be charged according to a predetermined consumption profile. Six profiles are planned for small businesses, but if you find that your allocated profile does not fit your consumption pattern it may be worth considering alternative suppliers.

**Use of consultants**

There are numerous consultants specialising in gas and electricity tariffs. If your fuel bills are high enough it may be cost-effective to employ a consultant.

- Their experience should render them cost-effective at obtaining competitive quotations and avoiding onerous penalty clauses.
- Don’t underestimate the potential for savings; negotiate a fixed fee for the consultant’s services and not a fee based on savings achieved.
Step 6. Use less energy

### Summary

At the end of this step you will have:

- found any obvious areas of energy waste which can be acted upon quickly and at low cost
- related what goes on in your buildings to what you have found out from the bills and meter readings
- gathered information to guide the energy manager's action plans.

### An energy walkround

A good way of starting to identify where energy is being wasted is to conduct an energy walkround. Ask key members of staff to accompany you – both to help identify problems and opportunities, and to ensure they feel part of the assessment process.

The pattern of energy use will vary throughout the day, so it is useful to vary the times that you carry out your walkrounds, for example:

- when the cleaners are on duty
- at lunchtime
- at night or over weekends – if your meter readings indicate that there is unexpectedly high energy use during these periods.

This will give you a wide range of opportunities to diagnose where and when problems are occurring. Pencil in some dates in your diary for walkrounds at key times of the year, such as when the 'clocks change' and at the beginning and end of the heating season.

Note where:

- energy is being wasted because of lack of awareness, or where procedures are being ignored
- repair or maintenance work is needed to reduce energy costs
- there is a need for capital investment to improve energy efficiency.

The following four pages list a wide range of opportunities to look out for. You can include as many or as few of these in your action plans as you choose, but the more you do, the more you will save. A more comprehensive list of measures is included in ‘Focus – the manager’s guide to reducing energy bills’ (see the back page for details).

### Low-cost corrective actions

It is best to begin by identifying a few achievable actions and implementing them successfully. Later you can build on this success and introduce additional changes.

### Major improvements

You are likely to need advice from equipment suppliers, consultants or energy providers on the cost-effectiveness of major schemes. The energy supply companies can advise on new ways of drying, cooling, heating, melting etc, which can reduce your energy costs considerably.

Make the best use of the free advice and grants available. See page 18 for details of contacts.

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On examining its energy consumption pattern a small company found that a production process was switched on each night just to keep the night watchman warm.
Key points to look for

Do your premises suffer from overheating?
Overheating can cause discomfort and wastes money.
*Carry out regular checks on thermostat settings.*

Does your heating come on only when needed?
Heating an unoccupied building is wasteful.
*Check settings on time switches regularly.*

Is there evidence of use of portable heaters?
Portable electric heaters are expensive to run.
*Check if permanent heating is inadequate or windows or doors are being left open.*

When were the heaters or boilers last serviced?
Boilers operating inefficiently will waste a significant amount of money.
*Ensure they are serviced at least annually and adjusted for optimum efficiency.*

How are extract fans in toilets, etc controlled?
Fans left running extract warm air and waste money.
*Consider fitting time switches or occupancy detectors.*

Do you have heaters and air-conditioning units in the same space?
Simultaneous heating and cooling of a space wastes a lot of money.
*Set thermostats at 19°C for heating and at more than 24°C for cooling.*

Are windows and doors left open during the heating season?
Windows are often opened because rooms are too hot.
*Turn down thermostats instead of opening windows.*
*Use promotional material and staff meetings to raise staff awareness.*

Are there cold draughts coming from windows and doors?
Draughts are not only a cause of complaint and discomfort, but waste money.
*Fit draughtstrips and seal up windows and doors that are no longer used.*

A manufacturing company with a £15,000 annual energy bill reduced the price it paid for electricity by about 40% over four years.
In offices, lighting can account for 50% of the money spent on electricity. Turning off lights when they are not needed is one of the most effective ways of saving money.

Installing new high frequency fluorescent lighting eliminates mains hum and flicker, extends lamp life and can often reduce consumption by 30% to 60% for the same standard of lighting — especially where the existing installations are more than 10 years old.

Lighting in a typical office costs about £3/m² annually, but in the most efficient office only about £1/m².

Key points to look for

- Are you still using the old large diameter fluorescent tubes?
- Are lamps, fittings and rooflights clean?
- Do you still use tungsten light bulbs or tungsten halogen floodlights?
- Are the light switches arranged conveniently?
- Is the exterior lighting always switched off when it is not needed?
- Are your lights switched off when the premises are not occupied?

Slimline fluorescent tubes (26 mm diameter) use 8% less electricity and are cheaper to buy than the older 38 mm tubes. When replacing tubes, tell your staff to buy the slimline tubes.

Dirty shades and rooflights greatly reduce lighting levels. Ensure that fittings and rooflights are cleaned at least annually. Replace discoloured shades.

These lamps are very expensive to run for long periods.
- Replace tungsten lamps with more efficient compact fluorescent lamps – they have a longer life and lower maintenance costs.
- Replace tungsten halogen floodlights with discharge lamps.

Banks of lights are often controlled by a single switch.
- Consider installing more switches or pulcords switches to improve control of individual fittings.

Exterior lighting should be limited to the hours of darkness.
- It may not be necessary to have lights on continuously throughout the night. Consider fitting lighting controls to limit hours of use.

A lot of energy is wasted when unnecessary lights are left on out of hours.
- Carry out an out-of-hours check to see if this is a problem. Make someone responsible for switching off the lights.

Misunderstanding ...

'Switching fluorescent lights on and off uses a lot of electricity — it is cheaper to leave them on all the time.'

The truth is ...

a fluorescent tube uses over 500 times more energy if left on for 15 minutes than the energy needed to restart it.

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"Replacement of all-night illumination by movement detectors for a depot’s lorry/car park not only saved power but also reduced theft and vandalism by alerting the night watchman."
Key points to look for

Are fans, pumps etc switched off when the equipment they serve is not in use?

Electrical equipment can account for a high proportion of energy costs.

Agree with staff which equipment can be safely switched off – use labels to identify it. Investigate automatic controls.

Are computers and photocopiers switched off when not in use?

Leaving office equipment on for long periods when not in use wastes money.

Introduce a 'switch off' policy and agree who is responsible for switching off shared equipment at the end of the day.

Are vending machines switched off at night and weekends?

Carry out a check out of hours.

Make someone responsible for switching off or invest in a time switch. Check that continuous operation is not required for health reasons.

Are you using compressed air driven tools unnecessarily?

Compressed air tools are clean and easy to control but cost around ten times more to operate than electrically powered tools.

Consider replacing compressed air powered tools with equivalent electrically powered tools.

The checks you need to make will depend on the range of equipment you have in your business. Essentially, a check should be made of all equipment, compressors, pumps, refrigerators, process plant, etc for age, condition and performance. Talk to staff, who may have been 'managing' with a poor performer for months. A more in-depth assessment of possible plant or process improvements may be worthwhile.

A 7-day timer to switch off a hot drinks vending machine overnight (14 hours) and at weekends, would save about £75 a year – equivalent to preventing the emission of one tonne of CO₂ into the environment.
Fuel performance can be improved by adopting simple measures involving monitoring and publishing fuel performance figures.

A 2 PSI drop in tyre pressure increases fuel consumption by 3%.

A 1° misalignment in the steering increases tyre wear and the fuel consumption by 3%.

Regular servicing, including tuning, will save money and reduce exhaust emissions. 

Set up a schedule for servicing all vehicles.

Poor driving techniques can increase fuel consumption by 20%.

Set up a training programme for driver awareness.

Planning vehicle journeys minimises travel times and reduces costs.

Ensure all routes are planned in advance to minimise costs.

Significant tyre wear and additional fuel usage occurs when steering is misaligned.

Ensure tyres are checked weekly and arrange for steering to be realigned if non-symmetrical tyre wear is noticed.

Under-inflated tyres increase fuel consumption and operating costs. Over-inflated tyres have a shorter life and can be dangerous.

Mark the correct tyre pressure clearly on vehicles, and check pressures weekly.

The vehicle’s instruments provide all the information you need to drive economically – especially the rev counter. Use the gearbox to keep the engine revs in the mid-range. The engine works most efficiently at between 35% and 75% of maximum revs. Fuel consumption rises dramatically outside these limits.

A parcel delivery company with 31 drivers provided training and achieved an average improvement of 14.8% in fuel use.
The preceding pages have set out the main components needed to manage a company's use of energy. However, energy management should be a process of continuous control and improvement, not a one-off drive. You must therefore set up recording and monitoring systems both to check that targets are being met and to identify further cost reduction opportunities offering attractive returns on investment.

Use the meter readings to monitor progress, and compare results with your own targets and performance indicators, such as those on page 9. Produce a checklist to ensure that the faults you have put right do not recur.

Lastly, consider ways in which to make energy management initiatives the basis of a wider programme of environmental management. The box below lists schemes that help businesses to improve their environmental performance.

Green business is good for business

Now you have looked at energy, why not look at all the other ways that your business affects the environment?

Environmental management is about companies adapting to changing conditions through positive management, innovation and improved product and process design. Benefits include increased market share, access to new markets and direct cost savings through waste reduction and improved process efficiency.

Eco-Management and Audit Scheme (EMAS)
EMAS is an important EC initiative for stimulating improved standards of environmental performance. Under the scheme, companies gain a competitive advantage from the recognition of their commitment to work towards the continuous improvement of environmental performance at their manufacturing sites. This is achieved by their use of effective management systems and their publication of independently verified environmental statements. ISO 14001, the environmental management standard, has been adopted as one of the management systems suitable for EMAS application.

Environment and Energy Helpline (0800 585794)
This provides free information and advice to businesses on all energy efficiency and environmental issues. Smaller companies may be eligible for a counselling visit.

The Environmental Technology Best Practice Programme
This programme promotes better environmental performance which reduces business costs for UK industry and commerce. Guides and Case Studies show how environmental improvements can be achieved at the same time as cutting costs.

The programme concentrates on waste minimisation and cost-effective cleaner technology. Information on industry sectors and technologies is available. Access to the programme is through the Environment and Energy Helpline.

Green Business Clubs
There are more than 100 Green Business Clubs in the UK, providing support and advice to local businesses on environmental matters. Details of your nearest club are available from Business in the Environment on 0171 224 1600.
Where to find out more
The Business Links network should be the first point of contact for a company seeking support or advice on general business matters. To find out your nearest Business Links office telephone 0345 567 765.

Department of the Environment, Transport and the Regions Energy Efficiency Best Practice programme
Free advice on all aspects of cutting energy costs can be obtained from the Environmental and Energy Helpline on 0800 585794. You can discuss any of the techniques described in this guide with an energy efficiency expert and you may be entitled to a free counselling visit. The Best Practice programme also provides free publications relating to all aspects of energy efficiency in buildings, transport and manufacturing processes. These can be obtained from the enquiries bureaux run by the Department's contractors:

BRECSU Enquiries Bureau, BRE, Garston, Watford WD2 7JR.
Tel 01923 664258. Fax 01923 664787.
E-mail brecsuenq@bre.co.uk

ETSU Energy Efficiency Enquiries Bureau, Harwell, Oxfordshire OX11 0RA. Tel 01235 436747.
Fax 01235 433066. E-mail etsuenc@aeat.co.uk

Regional Environmental and Energy Management Contacts provide a local point of contact and source of information and support:

Scotland .............................................0131 244 7130
North East .........................................0191 202 3614
Yorkshire and The Humber ......0113 283 6376
North West .......................................0161 952 4281
East Midlands ...............................0115 971 2476
West Midlands ..............................0121 212 5252
Wales ...............................................01222 825172
Eastern ..............................................01234 796194
South West ......................................01483 882532
South East .......................................01483 882532
Northern Ireland .........................01232 529900

As a starting point why not request an 'Introduction to Energy Efficiency' booklet covering one of the business sectors listed below or one of the other useful publications listed.

Introduction to Energy Efficiency
a series of publications on the following building types:
1 Schools
2 Catering establishments
3 Shops and stores
4 Health care buildings
5 Further and higher education
6 Offices
7 Sports and recreation centres
8 Museums, galleries, libraries and churches
9 Hotels
10 Post offices, building societies, banks and agencies
11 Entertainment buildings
12 Prisons, emergency buildings and courts
13 Factories and warehouses

Good Practice Guides
69 Investment appraisal for industrial energy efficiency
84 Managing and motivating staff to save energy
85 Energy Management Training
186 Developing an effective energy policy
200 A strategic approach to energy and environmental management

Focus - the manager's guide to reducing energy bills

Fuel Efficiency Booklets
7 Degree days
20 Road Transport

Energy Saving Trust
The Energy Saving Trust offers free and impartial advice to domestic and small business premises through a national network of Energy Efficiency Advice Centres. For further information and availability of grants call 0345 277200.