

Complete this energy check once a month to review the performance of your equipment and identify areas or behaviours that can be improved to reduce energy consumption. If any actions are needed, escalate this to your sustainability lead or line manager.

Date: <input type="text"/>	Time: <input type="text"/>	Signed: <input type="text"/>	Checked	Action needed
<b>Heating</b>				
Have staff had issues with the temperature being too warm or cold?				
Has the heating system been serviced within the last 12 months?				
Are there any portable heaters or hot water bottles being used?				
Is the thermostat set to the correct temperature?				
Are the lighting or heating timers set correctly for the time of year?				
Are the heating controls in good working condition?				
Are any heaters blocked by furniture or equipment?				
Are there any windows or doors open in rooms with active heating?				
Are any windows or doors open in rooms with active air conditioning?				
Are there any cold draughts coming from windows or doors?				
<b>Lighting</b>				
Are lights switched off where natural daylight is present?				
Are lights switched off outside of working hours?				
Does any lighting need replacing or improving?				
Are light switches labelled correctly?				
Is all emergency lighting working correctly?				
<b>Office</b>				
Do all computers have power saving modes activated?				
Are any computers left switched on or left on standby overnight?				
Are monitors set to switch off when not in use?				
Are printers or photocopiers switched off outside of office hours?				
Is kitchen equipment such as the fridge, kettle, coffee machine or vending machine in working order?				
<b>Factory/Warehouse (if applicable)</b>				
Are pumps/fans/compressed air switched off when equipment is not in use?				
Are there any leaks on equipment?				
Are refrigeration units being used efficiently?				