



OFFICES

Energy Efficiency Guide



LOWER ENERGY, SMARTER WORKSPACES, BETTER ESG.

Offices may not have heavy machinery, but they do have long hours, multiple systems, and habits that quietly rack up the energy bills. In a hybrid working world, many buildings are under-occupied – yet still fully lit and heated.

Improving office energy use helps you:

- Cut unnecessary spend
- Improve employee comfort and productivity
- Reduce emissions in line with ESG or SECR goals
- Show leadership to clients, stakeholders, and talent

Where Energy Goes in Offices

- Heating & Cooling: Often over-conditioned and running out-of-hours
- Lighting: On from open to close, regardless of occupancy
- IT & Plug Loads: PCs, monitors, printers, chargers, displays
- Shared Equipment: Fridges, kettles, dishwashers
- Out-of-Hours Use: Cleaners, maintenance, forgotten devices



ENERGY-SAVING STRATEGIES FOR CORPORATE SPACES

Heating & Cooling

- Install or review BMS/HVAC controls – align to working hours
- Set back heating in unused floors or meeting rooms
- Use weather compensation to avoid over-heating on mild days
- Avoid heating and cooling systems running simultaneously (set a deadband)

Lighting

- Upgrade to LEDs with daylight/occupancy sensors
- Zone lighting by area, not by floor
- Use task lighting instead of full overheads during low-occupancy hours

Plug Loads & Equipment

- Use auto-shutdown settings on PCs, monitors and printers
- Plug appliances into timer sockets or smart strips
- Encourage staff to unplug chargers and shut laptops overnight
- Consolidate printers – centralise instead of desk-based units

Out-of-Hours Consumption

- Coordinate with cleaners and security to ensure lights and heating are off in unused areas
- Install energy meters or smart plugs to track overnight draw

LONG-TERM SUSTAINABILITY DEVELOPMENT

- Integrate energy targets into ISO 14001/SECR/ESG reporting
- Sub-meter floors or departments to identify high-use areas
- Install solar PV where feasible – often under-used on office buildings
- Replace older HVAC systems with heat pump or hybrid solutions
- Trial smart zoning systems linked to occupancy sensors

STAFF BEHAVIOUR & CULTURE

Empowered teams make the biggest difference.

- Include energy awareness in onboarding and staff updates
- Use subtle signage: “Not in use? Switch it off.” / “Working late? Light just your zone.”
- Appoint energy champions per floor or team
- Share regular feedback: “This month’s energy = saved £420”
- Reward good habits or teams hitting targets

Behaviour can unlock 10–15% savings in offices – often more than tech upgrades alone.

SUMMARY ACTIONS

Area	Action	Benefit
HVAC	Smart scheduling & deadband controls	Avoids over-conditioning
Lighting	LEDs, daylight sensors, task-based lighting	Cuts lighting load by 30–60%
Plug Loads	Auto-shutdown, timers, smart strips	Reduces hidden standby costs
IT Systems	Power-saving settings, overnight shutdown	Major contributor to daily use
Staff Behaviour	Inductions, signage, champions	Embeds lasting habits
Out-of-Hours	Coordinate with cleaners/security	Stops buildings running when empty
Long-Term	Sub-metering, HVAC upgrade, rooftop solar	Enables monitoring + structured upgrades



Need Support? Let's Talk

Need support with an office energy audit, behaviour programme, or retrofit plan?

We help professional service firms cut energy waste without cutting performance.

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