



national union of students

NUS Carbon Ambassadors

Energy Audit Key findings

Organisation name: Burley Lodge Community Centre
Auditors: Eppy Harries-Pugh and Rebecca Narcin

Audit date: 10/03/10
Start time: 1pm
End time: 2pm

Electricity cost:

Average hours per week organisation is open: Varies between 60-80 depending on events.
No of weeks per year the organisation is open: 50 weeks

The key energy saving opportunities identified through the audit are outlined below in order of suggested priority. Opportunities that are both free to implement and will make the greatest energy savings take priority. Please see the General Information Sheet for more information and contacts if you have any queries about individual suggestions.

This company took pride in being carbon friendly, so we are definitely nit-picking. It was a big building with very good use of natural lighting. There was a shutdown procedure and staff were conscious of being carbon efficient.

	Good Practice	Location	Information
Examples of good practice			
01	Awareness stickers by all light switches.	Everywhere.	No unnecessary lights on as a result.
02	Heating on a timer.	Applied to the whole building.	Timers are excellent practise, however remember to change settings as summer approaches.
03	Generally correct amount of fridges and freezers for the amount used.	Kitchens. (Not CCTV room - see below no. 03)	When not in use they were unplugged e.g. kitchen on the ground floor
04	Energy Conscious Organisation		The company takes pride in being carbon friendly.
05	Good use of natural light	Throughout	Maximising natural gains
06	The organisation has a shut-down procedure for evenings, weekends and for extended periods of the building being completely shut.		It is very important for all organisations to have shut-down procedures in place for evenings/weekends and holidays. This document should include most of the actions in this report and ideally would assign responsibilities to individual members of staff. All staff should be inducted and trained on the shut-down procedures.

	Issue	Location	Action
No cost actions - in order of most energy savings			
01	No labels on multiple light switches, so you don't know what switch is for what bulb.	Big rooms with multiple switches for lighting and hallways.	<p>1) Label panel of light switches so that everyone knows not switch on all the bulbs at once and knows how to put on individual bulbs.</p> <p>2) If switching arrangement does not allow lights by window to be switched off, consider splitting the light circuit.</p> <p>3) Get free energy saving awareness stickers and posters about lighting from www.thecarbontrust.co.uk/.</p>
02	Some bulbs blown, and some flickering, but not removed from their socket.	Basement, training room on the first floor.	These need to be removed even if there is no replacement bulb available immediately. Even completely 'dead' fluorescent lamps left in fittings that are switched on use around 20% of the energy they require to be lit.
03	Fridge turned on and set at 4 with just one item inside.	CCTV room	<p>Fridges should be set to a mid-range setting i.e. 2 – 3.</p> <p>1) Fridges work best when there are items inside to chill, an empty fridge is trying to cool air and this forces the fridge to work near maximum energy demand. Bulking out the fridge with items that can maintain the temperature will ensure the fridge uses less energy (i.e. freezer blocks or refilled water bottles).</p> <p>2) If the fridge is empty switch the fridge off.</p> <p>3) Think about unplugging and possibly disposing of completely.</p>
04	Lights on and blinds closed when there could be adequate natural lighting	Second floor accounting room.	Open the blinds.
05	Radiators on full in empty rooms	First Floor Office Ground Floor Main Room Reception	<p>The standard recommendation for heating a building is to heat it to around 18°C - 21°C. For each 1°C you reduce your thermostat by you can save around 8-10% on your electricity bills.</p> <p>Set the timer daily as part of the shut-down procedure. Heating is a large cost for any organisation. It should be on 30 minutes before a building opens and turned off 30 minutes before locking up.</p>
06	Radiators are obstructed.	Ground Floor Main Room	Heat from the radiator will go straight into the items which are blocking the heater which means less heat is circulating around the room.

	Issue	Location	Action
Cost actions - in order of shortest payback period			
07	In dance room there was only one switch for all 12 light fittings in a naturally well lit room.	Dance room.	1) Consider splitting light circuit 2) Consider removing the unnecessary lightbulbs in the naturally lit areas.
08	Only a few small kettles when they cater for sometimes very large groups.	Kitchen on second and ground floor.	1) Provide one central kitchen facility for all use. 2) Consider investing in a central instant water boiler (like the Zip Hydroboil) or a central Eco-Kettle which are more efficient options.
09	Some radiators did not have individual temperature dials.	Various rooms.	Invest in dials so you can monitor the temperature separate from the timer.
10	A couple of computer monitors are the old style CRT monitors rather than modern efficient LCD monitors.	Second floor Computer room	Consider removing / replacing with low energy flat-screen LCD monitors. Plasma screens are not as efficient as the LCD versions so avoid these. This might only be an option when screens are being replaced anyway.

The purpose of this audit was to raise awareness of potential no cost and low cost savings through best practice. The audit was not a technical assessment, so the organisation named in the report should seek professional advice before committing to any significant investment in relation to the recommendations in this report. The calculations in the report are approximate and based on the assumption of £0.15 per KWh electricity costs unless otherwise notified by the organisation and the DEFRA carbon conversion factor of 0.543 for calculating carbon savings.