

Energy Management

A Guide for Small Business

Workbook



Step 1 - Preparation

Company details

Fill in your details below to personalise your workbook, which will serve as your company's energy management file. You may not have all the details now, so just fill in what you can at the beginning.

Name	
Position	
Company	
Branch (if applicable)	
Business activity	
Contact number	
Contact address	
Email (optional)	
Start date	Finish date

Number of employees

Floor space area

Full-time	Part-time	
-----------	-----------	--

Current energy supplier(s)

Energy type	Supplier	Account manager	Contact number
Electricity			
Heating			
Other (please specify)			

Annual energy costs (€/yr)

Annual energy usage (kWh/yr)

Energy management diagnostic questionnaire

ACTION 1 What is your current energy management situation?

Fill out this energy management diagnostic questionnaire to help you assess this. This form should be filled in again in 12 months' time and the answers compared.

(If a good energy management system is in place, most of your answers will be the third and fourth boxes.)

Has a coordinator been appointed to manage the energy action plan?

- No
 Informal appointment
 Formal appointment but low priority
 Formal appointment

Additional comments

Do you have an energy statement?

- No
 Informal statement
 Incomplete statement
 Complete formal statement

Additional comments

Have you identified significant energy users or factors that influence energy consumption?

- No
 Informally (no quantification)
 Informally (some quantification)
 Yes (quantified assessment)

Additional comments

Is there an energy action plan in place?

- No (none)
 Informal unwritten plan
 Informal written plan
 Formal plan

Additional comments

Are energy efficient practices and energy awareness promoted amongst employees?

- Not at all
 Informally and infrequently
 Informally but regularly
 Formally and regularly

Additional comments

Is there an energy measurement and monitoring system in place?

- No (none)
 Informal
 Incomplete system
 Formal system

Additional comments

Conclusions from diagnostic:

The business case for energy management

ACTION 2 What is your business case for energy management?

Fill out your own business case table below and estimate what resources and effort you can afford to spend tackling energy management.

How to fill in this table:

1. Record your annual operating costs for the previous year.
2. Record your total energy costs (from previous year's bills).
3. Calculate your total energy costs as a percentage of your annual operating costs.
4. Record your annual profits for the previous year.
5. Calculate your energy costs as a percentage of your profits.
6. Calculate 10% of your energy costs and express this as a percentage of your profits to see how much can be saved.

Financial indicators

1. Annual operating costs	
2. Total energy cost	
3. Energy as % of annual operating costs	
4. Annual profits	
5. Energy as % of profits	
6. % increase in profits by a 10% decrease in energy costs	

Conclusions

ACTION 3 List the issues that are driving your energy management programme.

1.

2.

3.

4.

Your heating bills

Previous year: ____

Current year: ____

Billing period	Quantity billed (units) kWh	Total cost (€)	Billing period	Quantity billed (units) kWh	Total cost (€)
Total			Total		

Your other bills (e.g. diesel, LPG, solid fuel)

Previous year: ____

Current year: ____

Billing period	Quantity billed (units)	(Optional) kWh*	Total cost (€)	Billing period	Quantity billed (units)	(Optional) kWh*	Total cost (€)
Total				Total			

ACTION 7

Take meter readings for electricity and gas once a month and record below.

First, find out where your meter is located. It may be located in another building. You might need to contact your building maintenance company.

Meter readings — electricity

Date	Reading	Units used since previous reading	Multiplier*	kWh used
Total				

Meter readings — gas

Date	Reading	Units used since previous reading	Multiplier*	kWh used
Total				

*Sometimes meters are unable to record the actual amount of energy that you use. In this case, a certain percentage of usage is passed through your meter and the actual usage is calculated by multiplying by a factor, i.e. a multiplier. Check your bill to see if a multiplier applies to your account. If no multiplier applies, the units used = kWh used.

Energy management diagnostic questionnaire

ACTION 15 Complete review checklist below.

1. Have you filled in your company details?

Yes No

2. Have you recorded savings in energy cost since using this energy management guide?

Yes No

If yes, please detail

[Text area for details]

3. Does your energy coordinator have your full support?

Yes No

4. Have you communicated your energy statement to all staff members?

Yes No

5. What projects have you carried out during this cycle of energy management?

[Text area for projects]

6. How many targets have been identified in your energy action plan?

[Text area for targets]

7. Of these targets, how many have been achieved within their timeframe?

[Text area for targets]

8. Have you started running an energy awareness campaign?

Yes No

If yes, please detail

[Text area for details]

9. Have you noticed a change in staff attitude to energy?

Yes No

If yes, please detail

[Text area for details]

10. Do you feel familiar with your company's energy bills?

Yes No

11. Have you made a list of recommendations for the ongoing plan for energy efficiency?

Yes No

12. How much energy have you saved?

[Text area for energy saved]

13. Have you considered entering the SEAI energy awards?

Yes No

[Text area for details]

14. Have you investigated the range of grants that are available from SEAI?

Yes No

[Text area for details]

Future recommendations

ACTION 16 Fill out future recommendations below.

Outline a list of suggestions as to how to improve on your energy management programme for next year:

[Lined text area for future recommendations]



Rialtas na hÉireann
Government of Ireland

Sustainable Energy Authority of Ireland

3 Park Place
Hatch Street Upper
Dublin 2, Ireland

t +353 1 808 2100 e info@seai.ie www.seai.ie

@seai_ie   