

# Checklist

We've created this basic checklist to help start you off on your carbon-reduction journey. Work through the steps below to reduce your organisation's footprint...

## Your baseline

- Gathered bills and energy / fuel use data
- Entered data into carbon footprint calculator
- Used results to highlight which areas of your operations you need to focus on to achieve biggest carbon savings

## Thermal Efficiency

- Made recommended improvements to wall and roof insulation
- Plugged any gaps in doors and windows
- Made changes to temperature control settings to make sure buildings are not being unnecessarily heated
- Lagged any un-lagged hot water pipes and tanks

## Electrical Efficiency

- Switched lights to LEDs
- Installed PIR Sensors in any areas that are not in continual use (i.e. corridors, toilets, store rooms)
- Installed free air-cooling or ambient cooling system in spaces which require constant cooling
- Carried out instrumental checks on compressed air systems and repaired any detected leaks

## Behaviour changes

- Made sure whole team is on board with carbon reduction efforts
- Turning off un-used devices, lights and equipment
- Reduced travel where possible
- Turned thermostat down and made proper use of heating controls
- Following 'reduce, reuse, recycle' approach across whole organisation

## Renewable Energy Generation

- Assessed whether energy generated from solar PV would suit your electricity demand (is most of your electricity use during daylight hours?)
- If feasible installed solar PV (and diverter to heat water)

## Renewable Heat

- Replaced oil, gas or LPG heating system with renewable heat option (biomass or heat pump) where appropriate

## Help with advice & costs

- Accessed expert technical advice and support from Low Carbon Dorset to fully explore low-carbon options
- Explored grant funding and finance options available for your project and organisation if needed
- Researched and applied for any relevant subsidies

## Sector-specific measures

- Followed the specific measures relevant to your sector ([found on page 10](#))

## Shout about it!

- Told your clients and competitors about the great work you are doing to reduce your organisation's footprint!

