



clear practical action

## Carbon Smart moves offices - the smart way

With our team rapidly expanding in recent months, Carbon Smart acquired a new office space. When we changed offices, we did it the Carbon Smart way - as part of planning our office fit-out we researched key technologies which would allow us to operate more efficiently and keep the environmental impact of re-fitting an office to a minimum. We followed the 3 Rs approach; reduce, reuse and recycle, which proved to be a great success. Here are some of the highlights.

### Lighting

Recognising lighting as a significant component of the office's energy consumption our choice of lighting fittings satisfied two important criteria: a variety of energy efficient technologies and a high level of control over the technology installed. We choose 'T5' fluorescent tubes for all the main working areas, which are around 40% more efficient than other fluorescent alternatives.

We also installed automatic lighting controls, using a combination of daylight sensors and occupancy sensors and timers in the kitchen and bathroom areas. These automatic controls did not add much to the overall cost of the lighting system but we expect cost and carbon savings in the range of 30%.

### Heating

Our new office came with an under-floor heating system. We opted to attach more advanced controls in order to keep costs down and improve staff comfort. The thermostats we installed have a 7-day timer which enables us to set different on/off times for weekdays and weekends. The thermostats also include an 'optimum start control' which guarantees the office will be up to the set temperature by the time we arrive in the morning.

### Office furniture

The environmental impacts of refurbishing a whole office can be significant. We ventured out to look for second-hand and refurbished desks, chairs and filing cabinets. Not only did we find great quality and matching pieces, both aesthetically pleasing and ergonomic, but we discovered London offers a vast network of furniture reuse distributors. We didn't stop at furniture; we even gave carpet tiles a second home.

### Office equipment

For use in our meeting room, we bought a state-of-the-art LED projector with a lamp-life of 20,000 hours versus the 3,000 hour lamp-life typical of standard LCD projectors. The LED lamp is also mercury-free and has low-power 'eco-modes', reducing running costs and making it much more environmentally friendly than its predecessors.

### Recycling

To keep the waste impact of our office to a minimum we have a comprehensive recycling scheme in place which includes paper, cardboard, glass, plastic, cans, food waste and WEEE. Waste that unfortunately cannot be recycled is incinerated on an energy recovery plant, making us a 'zero-to-landfill' company.