

Behaviour matters!

Every **public building** is used by many people each day: visitors, workers, service persons, etc.

Studies and common practice are unanimous in saying that **user behaviour matters** a lot when it comes to improving energy efficiency and reducing the building's carbon footprint. Even the technical-only measures one can adopt (such as a building's retrofitting) are less effective or more expensive if carried out in isolation.

What follows is a collection of tips to improve your own energy efficient behaviour when visiting or working in a public building.

Are you a building owner? Then you may want to hang this set of cards in a visible area of your building.

Are you a building user? Then feel free to read, comment, and share the following contents with your peers.

We hope you will enjoy, at least some of, these tips and take stock of them to achieve real behavioural change!



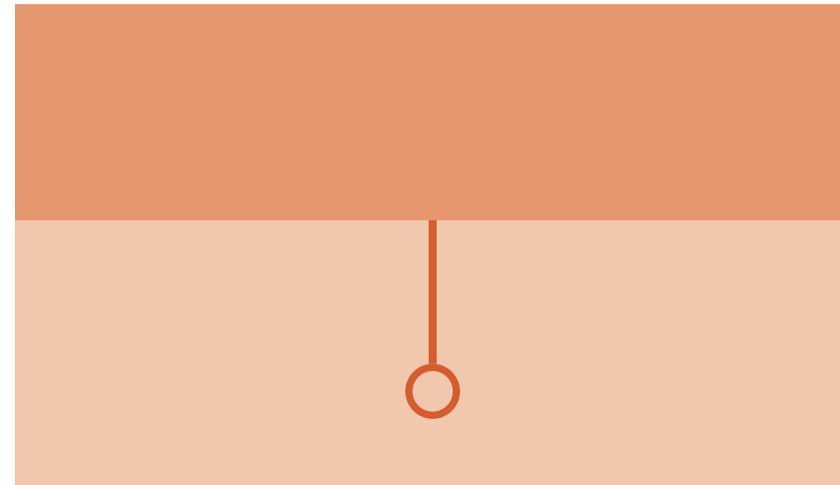
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Living the building in winter time

- Wear **proper cloths** for the season to avoid discomfort and complaints.
- **Remove curtains, furniture and other obstacles** from the proximity of radiators, ventilation inlets and outlets, and sources of natural light (windows).
- **Turn your thermostat down a bit.** Reducing your room temperature by 1°C could cut your heating bill by 10% and save you tons of CO2 per year. If you have a timer, set your heating and hot water to come on only when you need them.
- **External blinds and shutters** can improve thermal insulation at nights during the heating season. Use them.
- In case of naturally ventilated rooms, open the windows for only 2-5 minutes, 2-3 times a day.
- When the heating season is starting or is near to its end, avoid leaving the windows open for a long time, which can cause significant wastes.
- Set back room temperature for the periods when room is not in use (weekends, nights, holidays) unless it is not done centrally.
- This image can be copyrighted. Ideally, in the place of a house there should be a public building done centrally.
- **Close external doors** after entering/leaving the building or when found open.
- **Inform the building owner** if you notice any misuse in common spaces.



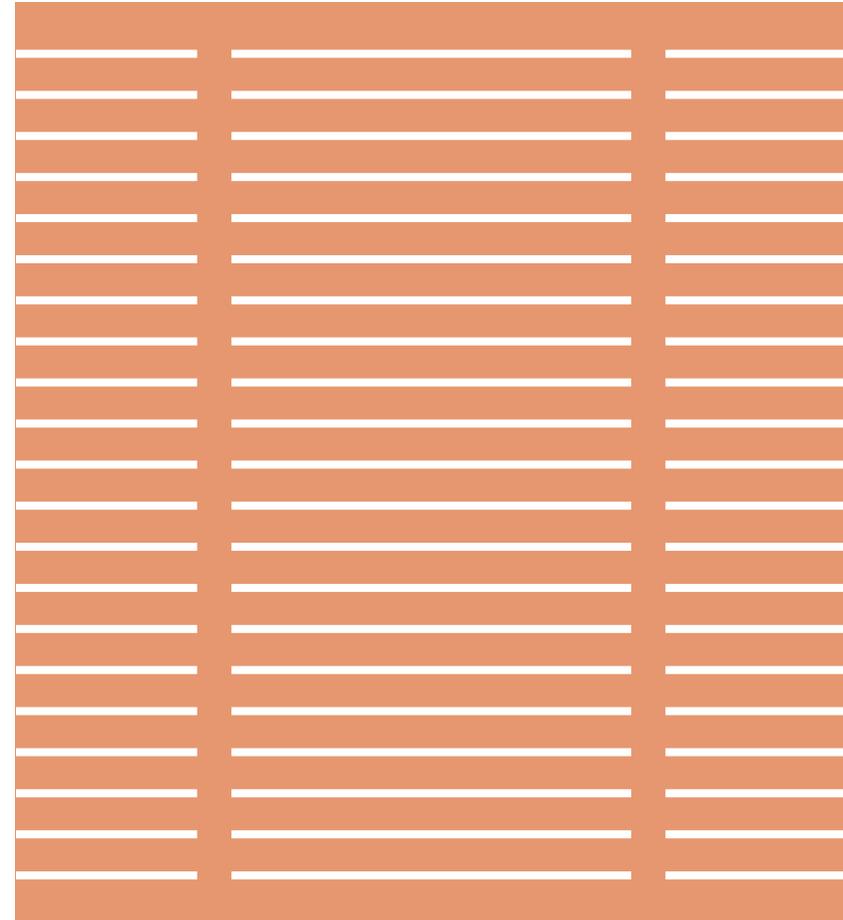
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Living the building in summer time

- Wear **proper cloths** for the season to avoid discomfort and complaints.
- Give preference to **natural ventilation** when outdoor temperature is lower than indoor. Humans can bear higher temperatures with natural ventilation than with mechanical cooling.
- Use **shading devices** during the day to avoid or decrease the need for mechanical cooling.
- Do not turn the air conditioning system on when the windows are open.
- Don't open the windows in case of mechanical ventilation or operating air conditioning system.
- Set the thermostat of the air conditioning unit a bit higher. Sweating becomes intensive only above 28°C. Adjust your cloths to the temperature if allowed in the office.
- **Close external doors** after entering/leaving the building or when found open.
- **Inform the building owner** if you notice any misuse in common spaces.



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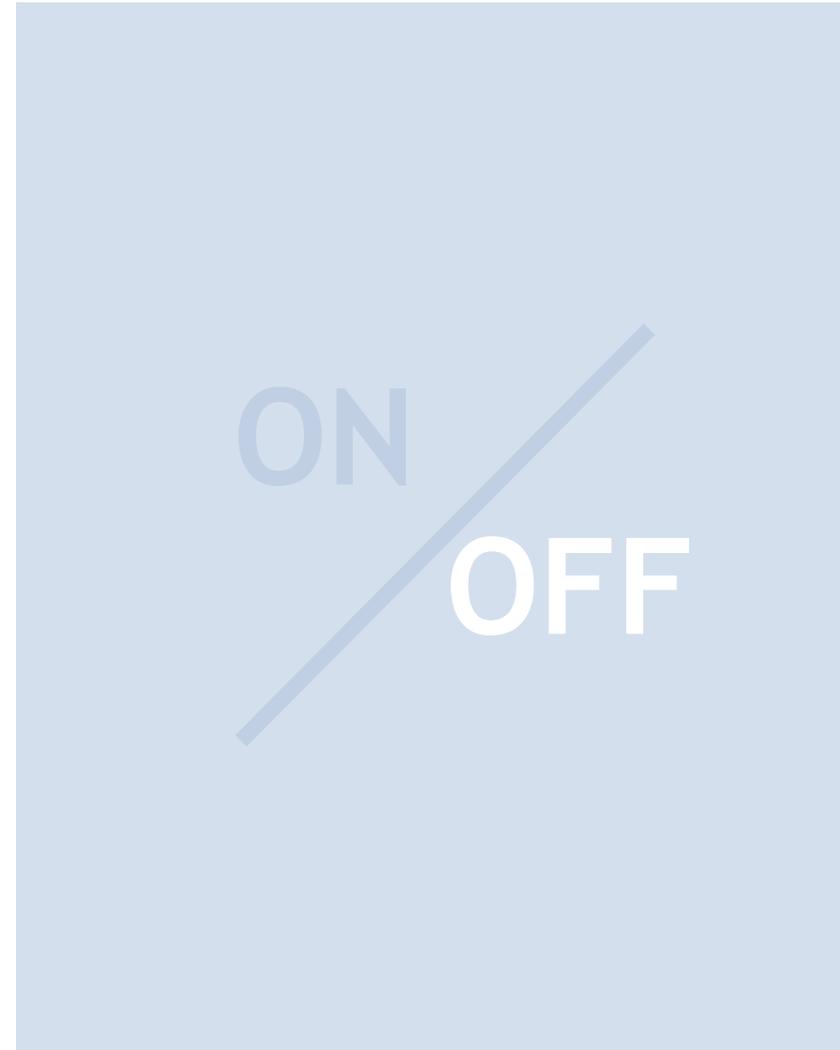
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Dealing with electronic devices

- Set the **energy saving mode** of all electrically powered equipment.
- **Switch off** all office equipment when not used to avoid hidden consumption.
- **Unplug battery chargers** when their use is not required.
- **Avoid printing documents** which can be used in digital form or transcript manually the contents of web pages and emails bearing little information with them.
- Possibly do photocopying and printing works double-side and in draft **quality mode**.
- **Adjust the brightness** of TV or monitor screens to a medium level.
- Use a black, non-animated **screensaver** after a few minutes of PC/laptop inactivity.
- Check if all stand-alone electronic devices are turned off at the end of the day.

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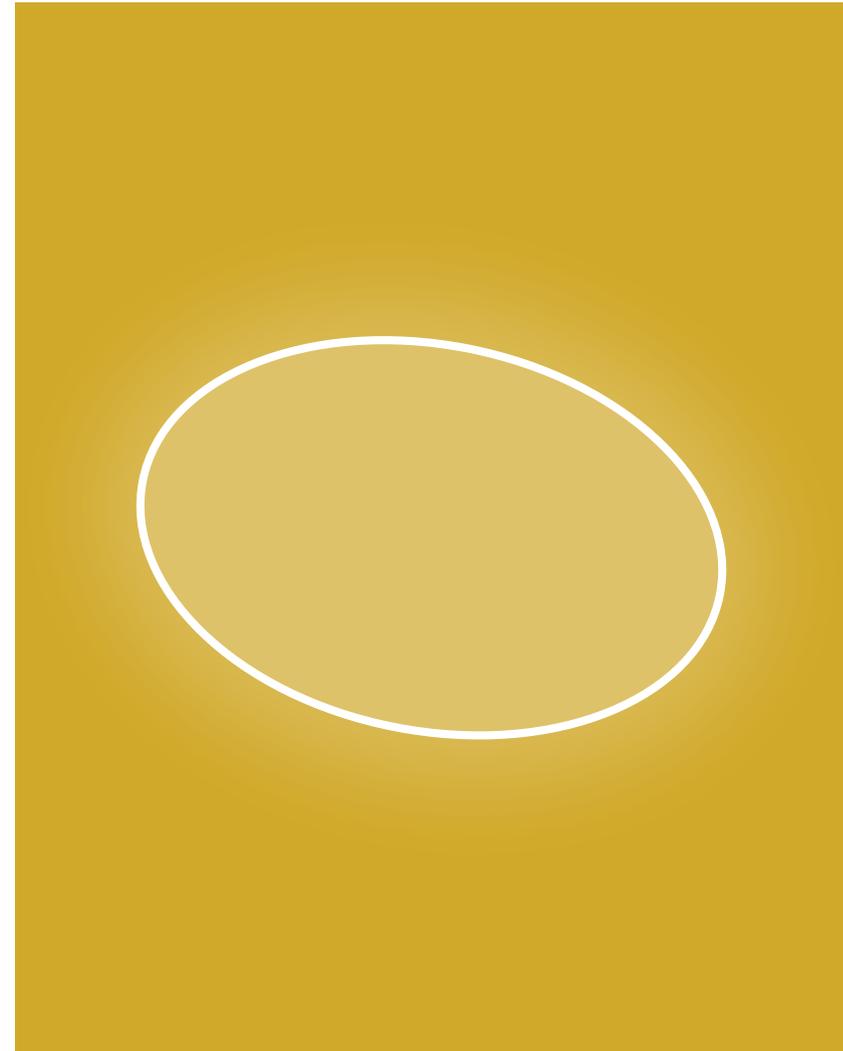


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Lighting and power usage

- Sit closer to the window to use natural light as much as possible.
- If you switch to an energy saving light bulb, it will use up to 80% less electricity and will last ten times longer than an ordinary bulb.
- Prefer local (e.g. table, sequential) lighting to room lighting when working at a desk.
- Turn off the lights after use or when a room is empty.
- Set the energy saving mode of all electrically powered equipment.
- Turn off the screen of the monitor when not using the PC.
- Do not call more than one elevator if there are several available with distinct call buttons, to prevent useless rides.
- Use the stairs instead of elevators whenever possible.



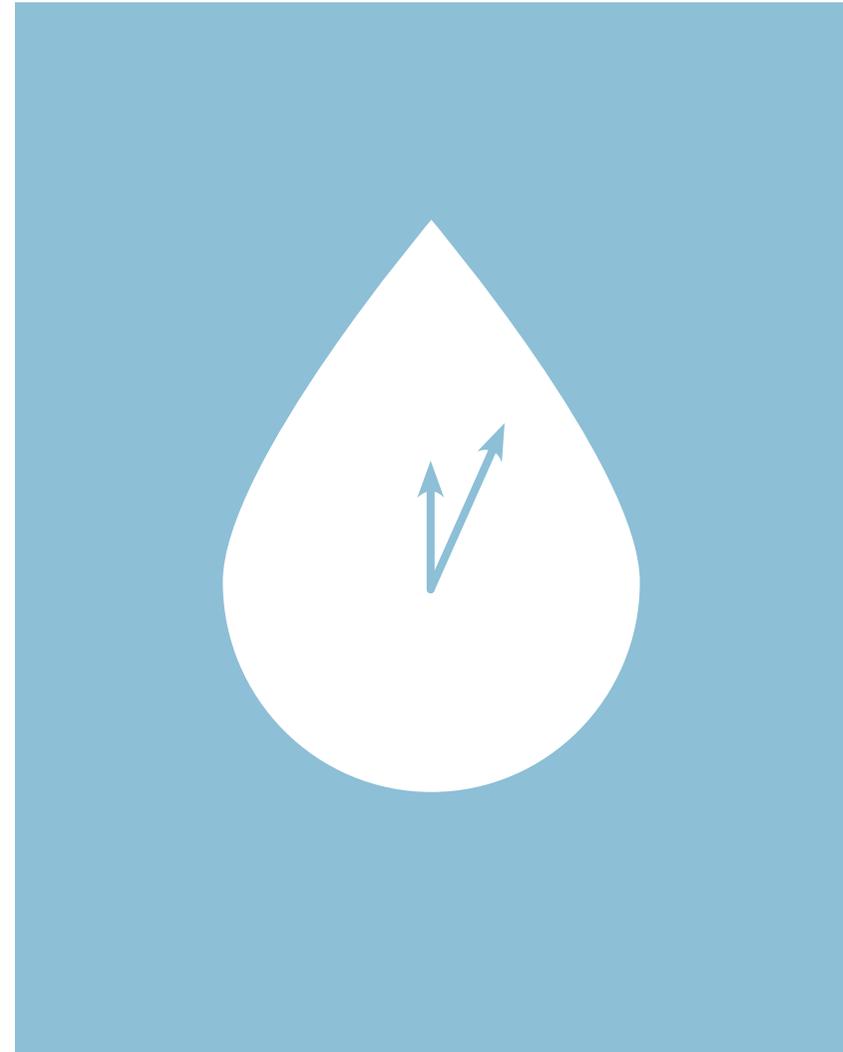
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Water

- Use toilet flush properly (give preference to short flush when adequate).
- Close taps after use.
- Wash hands with cold water instead of warm water.
- Limit shower length to 5-7 minutes.
- Don't use the toilet as an ashtray or wastebasket.
- Turn off the water after you wet your toothbrush.
- Report about faucets and pipes for leaks



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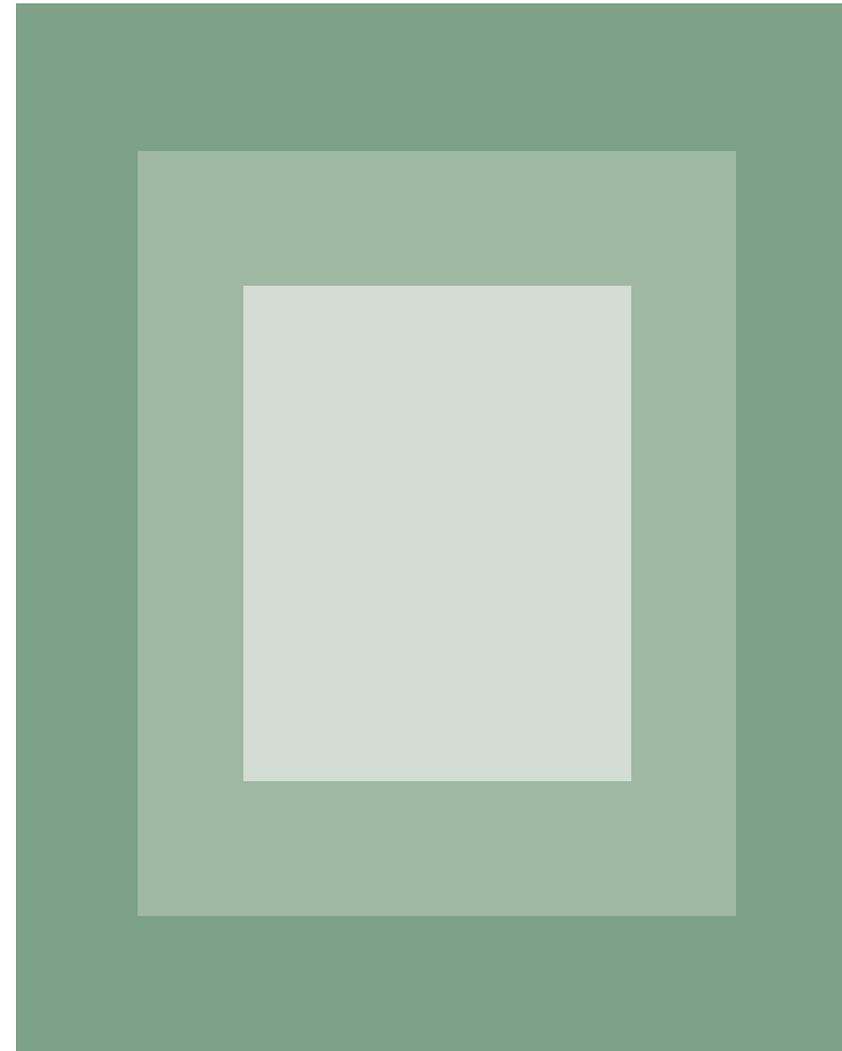
Improving your behaviour is possible!

This leaflet offers you a number of useful tips that can help change your attitude and ultimately your behavior while using or visiting public buildings.

You may want to spread it by word of mouth, e-mail it, or chatting with your social network friends!

Improving the energy efficiency of public buildings by changing your behaviour have a try!

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About the project

The purpose of this leaflet is to familiarize the buildings' end- users with efficient use of buildings. The publication was co-funded by the INTERREG TOGETHER project. The project aims at increasing the energy efficiency of public buildings and encouraging the use of renewable energy sources. Complex (technological, financial, and managerial) solutions are being developed and tested, which need no or minimal investment, and try to save energy (and money) by changing attitudes. The project will result in an innovative energy management approach based on international experience and the involvement and commitment of the operators, users, and tenants of public buildings (i.e. parties having a vested interest in the maintenance of the infrastructure). Seven Central European countries collaborate in the project: Italy, The Czech Republic, Slovenia, Croatia, Poland, Hungary, and Slovakia. Representatives of various sectors, such as municipalities, scientific institutions, and energy authorities cooperate for the success of implementation.



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