

# OUR 10:10 SMALL BUSINESS CHECKLIST. BE PART OF THE SOLUTION.

Produced in association with the Carbon Trust



1

**Make someone responsible for your energy savings initiative and ask them to draw up an action plan detailing the improvements that need to be made.**

A useful tool to help you put together your action plan can be found at [www.carbontrust.co.uk/apt](http://www.carbontrust.co.uk/apt).

TICK ME WHEN DONE

2

**Measure how much energy you're using in order to manage it.**

You need to know what you're paying, so you can see the impact your changes are having. Keep track of your bills, and how they change when you introduce our energy-saving tips.

3

**Conduct an "energy walk around".**

This will help you understand where your business is using energy (eg. through heating, lighting, office equipment, factory and warehouse equipment) and to spot opportunities to use less.

4

**Upgrade your business critical equipment.**

Old equipment, from fryers to production lines, boilers to lighting systems, guzzle power. New energy efficient models will not only cost you less in energy bills but will also make your business more efficient.

5

**Switch off lights when there is enough daylight to work by or when the room is not in use.**

Make sure exterior lighting is only switched on at night. If you have fluorescent tube lighting, changing the type of tubes you use can bring energy savings of 10%.

6

**Turn computers off at night and at weekends.**

Leaving a computer on overnight for a year creates enough CO2 to fill a double decker bus.

7

**Set your heating thermostat to the ideal temperature of 19-20°C.**

Your heating costs will rise 8% for every degree you increase the temperature.

8

**Don't locate your photocopier in an air conditioned area as the heat it gives off will make your air conditioning work harder and use more energy.**

A photocopier left on standby overnight wastes enough energy to make 30 cups of tea.

9

**Reduce unnecessary business travel by video conferencing or teleconferencing where possible.**

Try to travel by rail rather than air for short haul business journeys.

10

**Tell 10:10 about your journey to 10%.**

10:10 will be providing an online reporting tool for you to tell us about your company's emissions cuts during your 10:10 year.

MORE INFO

[1010uk.org](http://1010uk.org)





# PLEASE STICK ME WHERE EVERYONE CAN SEE ME

Welcome to **10:10** - the national effort to cut the UK's emissions by 10% in 2010.

Thank you for signing up to **10:10**. Joining **10:10** makes your business part of the solution to climate change. The aim is to reduce emissions by 10% in one year – or as close as your company can get – and to help staff, customers and suppliers to do the same. Let's face it – the writing is on the wall for carbon-hungry business practices. By reducing emissions you'll be cutting costs, getting ahead of the curve and helping Britain show the rest of the world how it's done.

Overleaf is a list of actions that the average small or medium sized enterprise can take to cut their carbon by 10% - just tick each box as you succeed in doing each item.

Good luck on your journey to **10:10**.

**Team 10:10**  
[business@1010uk.org](mailto:business@1010uk.org)



Now that you have become part of the growing community of businesses dedicated to tackling climate change, check out The Prince's May Day Network, who offer all kinds of support and guidance on reducing your company's emissions.  
[www.maydaynetwork.com](http://www.maydaynetwork.com)



If you're in this carbon reduction game for the long haul, why not apply for the Carbon Trust Standard. Over 100 organisations including some of the best known names in British business already hold the Carbon Trust Standard. To get recognition for real carbon reduction call us on 0800 019 1443 or visit  
[www.carbontruststandard.com](http://www.carbontruststandard.com)



Remember to check the **10:10 Business Methodology** to see exactly what you need to do to meet the **10:10** Business challenge. Download at:

[1010uk.org/business](http://1010uk.org/business)



For more free advice and guidance contact the **Carbon Trust** customer centre on

**0800 085 2005**

or visit [www.carbontrust.co.uk](http://www.carbontrust.co.uk)

a **10:10** Company

Get your company badge for your website at: [1010uk.org/badges](http://1010uk.org/badges)

**10:10** will only work if everyone's on board, so please encourage your staff, customers and suppliers to sign up too



There are separate checklists for **people**, **schools** and other **organisations** etc



[1010uk.org](http://1010uk.org)