TREC Electricity Monitors - How to use the template monitoring table

- **If you would like to monitor your energy use and costs using a TREC meter, a template monitoring table is available to download at www.brent.gov.uk/energymonitors**
- **Click on the 'TREC' button towards the top of the screen.**
- **Click on 'Download the template monitoring table'**
- **Save the template spreadsheet somewhere on your computer**
- **(There is a FILLED IN EXAMPLE spreadsheet on the web page, to help you with this)**
- Have the energy monitor working correctly, and displaying the data on screen.
- Start with the line on the spreadsheet 'All appliances incl Fridge & freezer off'. Switch off your fridge and freezer. Fill in the £/day in the box under the column 'Not in use'. Switch back on your fridge and freezer. Fill in the £/day in the box under the column 'In use'.
- Move onto the next line on the spreadsheet 'Single light bulb'. Repeat as above, switching the light bulb off and recording the £/day when 'Not in use', then switching it back on, and recording the £/day when 'In use'.
- Repeat for all appliances on the list: switching them off and on and recording the £/day when 'Not in use' and when 'In Use'.
- Some appliances can be left on standby, for these, record £/day when 'On standby'. Some appliances can't be left on standby, for these leave the 'On standby' blank.
- Some appliances you will have, others you will not. For any you do not have, leave these lines blank.
- You will also need to fill in the boxes for the column 'Time on per day on average (minutes)'. These will be between 0, and a 1440 (there are 1440 minutes in a whole day). If the appliance is on constantly, such as the fridge & freezer, enter 1440. Most will be between around 5 to 120 minutes. For appliances such as the Vacuum cleaner which may be used for around 15 minutes once a week, divide to get a daily number of minutes, in this case 2 minutes. Fill in this column for all appliances.
- If there are any appliances you use that are not listed on the spreadsheet, add them in the boxes numbered 1 to 5 at the bottom of the spreadsheet.
- **You are only filling in or leaving blank the green columns. You do not need to type anything anywhere else on the spreadsheet.**
- Then click on the SUMMARY GRAPH, in the bottom left of the spreadsheet. This will give you an estimate, based on the information you've entered, of the Cost/month of each appliance.
- Place the mouse pointer anywhere over the table, right-click and select 'Refresh'.
- You will also see on the top line a baseline energy use Cost/month. This is how much electricity you're using when all appliances, and your fridge and freezer, are switched off and unplugged. If this is high, you should try to find out why this is so.
- The graph shows visually where all your electricity energy costs are going.