



Heating, Ventilation and Air Conditioning (HVAC)



- > Place thermostats away from heat sources and open doors.
- > Consider setting heating up to 20°C and cooling from 24°C, rather than a set temperature. Having a wider band will lower energy use.
- > Do annual maintenance to check filters, heat exchangers and outlets are accessible and unobstructed.
- > Place the heating and cooling units in areas where they will get maximum coverage and heat the space as quickly as possible.
- > Set timers to run the system only when people are at work.
- > Turn off heaters and air conditioning in unoccupied areas.
- > Use blinds and screens on windows to minimise overheating from the sun.

Lighting

Well-designed lighting creates a productive workplace and can slash your lighting energy use by up to 40%.



- > Make the most of natural daylight while avoiding glare and overheating from the sun.
- > Reduce glare by avoiding glossy finishes for walls, ceilings and furniture. Choose light fittings that diffuse light and fit windows with adjustable curtains or blinds.
- > Choose light colours for walls and ceilings to maximise reflected light.
- > Clean skylights.
- > Replace older bulbs with LEDs, which use up to 85% less energy and last longer.
- > Set up lighting zones with separate switches or sensors, so you don't waste light in unused areas.
- > Use daylight sensors so lights dim automatically on bright days.
- > Turn the lights off when the last person leaves.

Insulation

Good insulation makes a space easier to heat in winter and helps keep it cool in summer. Start with insulating the ceiling and floor, then the walls if you can. Sealing any gaps around windows and doors and stopping drafts will help too.

Double-glazed windows can help manage temperatures and are good for outside noise reduction.



Office Equipment



- > Choose energy efficient appliances by looking at the energy rating labels. The more stars it has, the better.
- > Laptops are more efficient than desktop computers (PCs). All-in-one printers, scanners and copiers use half the energy that the individual products would use collectively.
- > Power down computers at the end of the day and switch off chargers at the wall when they are not in use.
- > Dim computer screen brightness.
- > Switch off shared equipment like printers and photocopiers at the end of the day, and switch them off at the wall over weekends and holidays.
- > Print only what you need and on both sides of the paper.
- > In the staff kitchen, keep the fridge door closed and make sure the seals are good. Run the dishwasher only when it is full. If you have a Zip water heater, do not heat it to an excessive temperature and turn it off at the end of the day.



Servers and Copiers

Servers can waste up to 40% of the energy they use by creating heat and increasing demand for air conditioning. Copiers and printers also generate heat, so keeping these things cool is important. Situate this equipment on the coolest side of the building and use natural ventilation where possible.



Commercial Kitchens

- > Choose refrigeration with a good energy star rating.
- > Check and maintain seals on fridges and freezers.
- > Power off cooking equipment at the end of the day.

For your Customers

- > Use energy efficient LED bulbs for display and window lighting.
- > Turn off in store TVs and digital displays when the store is closed.
- > Consider energy saving power boards to reduce the demand of display items and equipment.
- > Use timers to turn off external facing displays at times of night with low foot traffic.

Motivate Your Staff

Encourage an energy saving culture by bringing your whole team on the journey. Give them incentives to save power at work. Make climate change awareness a part of your work culture and explain how you are reducing emissions by reducing energy waste.