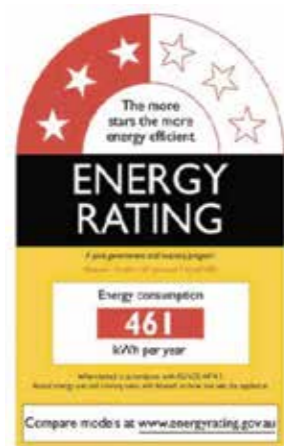




Longer term actions

- ✓ Ask about the power rating and energy efficiency when purchasing office equipment.
- ✓ Consider using a laptop rather than a desktop computer as it is more energy efficient.
- ✓ Select equipment that is the right size for your office needs.
- ✓ Select office equipment that can do multiple tasks to avoid buying multiple pieces of equipment.



Kitchen / food counters

Low cost (\$0 - \$500) actions

- ✓ Switch off all kitchen equipment at the power point to save energy.
- ✓ Ensure a startup and shutdown schedule is in place for the kitchen equipment.

Longer term actions

- ✓ Buy insulated kitchen or food counter equipment including ovens/ warmers and coffee machines.
- ✓ Replace old equipment with more energy efficient options.

Involve your staff

- ✓ Involve your staff and let them know how you are making changes to save energy and what they can do.
- ✓ Train your staff to save energy and set goals to reduce energy use.
- ✓ Use light, breathable fabrics for staff uniforms. This will keep your staff cooler.



Find out more at www.eccnsw.org.au/best

Save energy and money in your shop

“The new LED lighting our electrician installed has saved money on our bills, and the light levels have improved. We don’t seem to have to replace the lamps as often as before either”

Small local retail shop



You too can save!

Contact us for a free energy assessment on 9319 0288.

Lighting

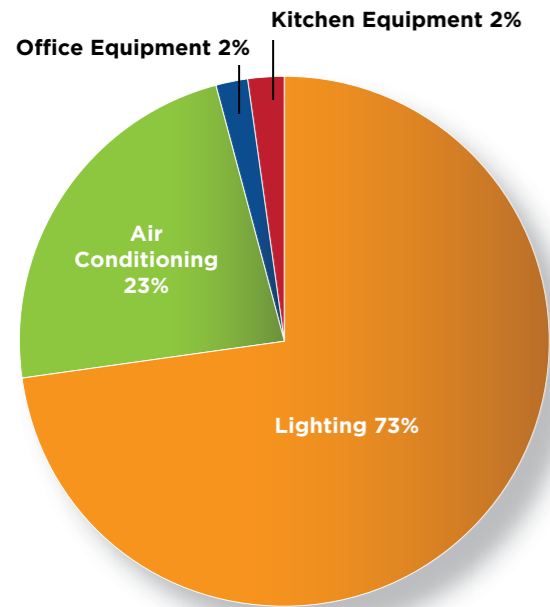
Low cost (\$0 - \$500) actions

- ✓ Paint dark walls with lighter colours to improve natural light levels.
- ✓ Using labels and training, ensure that your staff knows where the light switches are located and how lights are controlled so that they can turn off the lights when they are not being used.
- ✓ Turn off the lights in display cases and fridges after hours.
- ✓ Clean windows, light fixtures and skylights regularly.

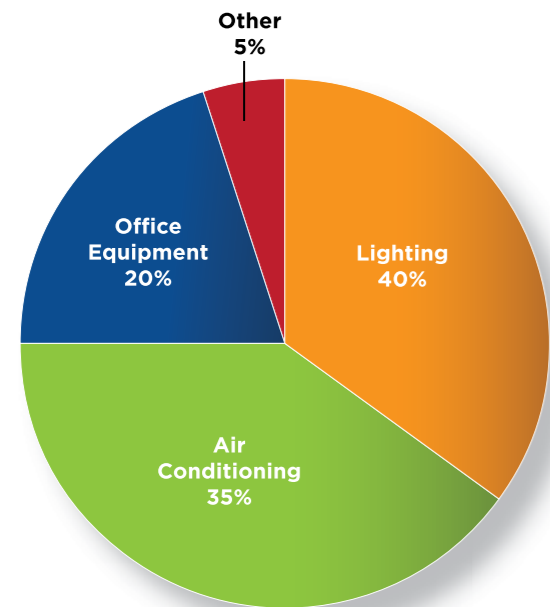
Did you know?

An improvement of up to 50% of usable light can be achieved by cleaning dusty light fittings and lamps.

- ✓ Install timers or occupancy/motion sensors on the lights (ie lights turn on when someone walks into an area) in rooms that are not often used.
- ✓ Remove some of the lights in areas which are too brightly lit.



General Retail Shop



Real Estate Agent

Longer term actions

- ✓ Find out if multiple switches can be used to separately control lights instead of a single switch.
- ✓ Change old or high energy using fluorescent tubes and halogen downlights to low energy using lights such as T5 fluorescent tubes and Light Emitting Diodes (LEDs).
- ✓ Increase the amount of natural light into your business by installing skylights and windows.

Heating, ventilation and air conditioning (HVAC)

Low cost (\$0 - \$500) actions

- ✓ Only use the air conditioning system when necessary.
- ✓ Keep temperature settings at 20 °C for heating in winter and 24 °C for cooling in summer. Moving the temperature 1°C lower in summer and 1°C higher in winter will increase your energy use by 10 per cent.
- ✓ Check that the staff know how to change the air conditioner controls to suit the conditions.
- ✓ Use the outdoor air economy cycles in centralised air conditioning systems.
- ✓ Close the windows and doors when the air conditioning is on.

Did you know?

Reducing the fan speed in air-conditioning systems by 20% can immediately reduce energy consumption by nearly 50%.

- ✓ Remove any objects blocking the ventilation and air flow around the rooms.
- ✓ Insulate the air conditioner ducts and pipes so that it doesn't lose cool air.
- ✓ Open windows and doors to move air around, but only when the air conditioner is not operating.
- ✓ Block unwanted gaps around windows and doors to avoid draughts. Cover windows to reduce heat loss in winter and excess heat in summer.
- ✓ Maintain the air conditioning system according to the manufacturer's instructions, and make sure that:
 - the system is free of dust
 - coils and filters are clean and replaced where required
 - ducts and pipes are checked for damage or leaks.

- ✓ Use or install a zoning system if possible for your air conditioner, so you can turn off air conditioning in rooms/ areas not being used.
- ✓ Use natural ventilation and ceiling fans to assist with air circulation. Use of fans can mean the air conditioning thermostat can be raised a few degrees in summer e.g. 27°C.
- ✓ Consider installing air curtains at the entrance to reduce cool air loss during summer and warm air loss during winter through doorways.

Did you know?

Switch your ceiling fan to summer mode in summer and winter mode in winter. Look for this switch on the fan.

Longer term actions

- ✓ When replacing the air conditioning units look for a more energy efficient option.
- ✓ Ensure any new air conditioning units are the right size for the space.
- ✓ Add external shading, such as eaves or awnings, on the northern side of the building and add tinting to windows that catch a lot of summer sun.
- ✓ Check the ceiling space for insulation. Installing ceiling insulation can reduce heating and cooling costs by up to 40%.



Office and shop equipment

Low cost (\$0 - \$500) actions

- ✓ Turn off equipment including the cash register, surveillance monitor screen, computer, TV, stereo and sound systems before going home every day.
- ✓ Turn off equipment at the power point to avoid standby power consumption and save up to 10% energy use.
- ✓ Switch computers to the most efficient power saving mode. Savings of up to 40% can be made. In Windows 7 or Vista go to Start, then Control Panel and click Hardware and Sound and in Power Options, select Power Saver plan.
- ✓ Invest in a power board that has multiple switches or one that can switch off multiple pieces of equipment by one switch.

Did you know?

A screen saver does not reduce the power consumption of your computer, but sleep mode does! Sleep mode can be your biggest energy saver for when it is impractical to switch your computer off entirely during the day, when you are back and forth between activities.

To change your sleep settings:

In Windows 7 or Vista go to Start > Control Panel > Power Options