

## Building fabric

- ✓ Check ceiling space for insulation. Is there 100% coverage, could it be improved?
- ✓ Are there any opportunities to add external shading or tinting to windows that receive a lot of summer sun?
- ✓ Are windows fitted with curtains and pelmets to reduce heat loss during winter?
- ✓ Test for and prevent draughts in winter for your building.

## Other opportunities

- ✓ Is equipment left on out of operational hours or when not required?
- ✓ Install timers on equipment where you can (e.g. printers, zip boilers, vending machines)
- ✓ Upgrade to a multi-function device instead of using separate printers, photocopiers and fax machines.
- ✓ Check the energy star rating label when buying new appliances.
- ✓ Do you use a pool blanket on your swimming pool?
- ✓ Do you have a building management system? If not, consider purchasing one. If so, can it be optimised?



- ✓ Check your power factor and install power factor correction equipment if appropriate.
- ✓ Do you have space on the roof suitable for solar panels?
- ✓ Do you have a significant enough need for heating (such as an indoor pool) to consider a cogeneration system?

This information has been adapted from the NSW Office of Environment and Heritage Registered Clubs Energy Saver Toolkit. For more information go to <http://www.environment.nsw.gov.au/sustainbus/esclubs.htm>

Find out more at [www.eccnsw.org.au/best](http://www.eccnsw.org.au/best)



Australian Government  
Department of Industry



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# BEST

BUSINESS ENERGY SMART TIPS

## Save energy and money at community meeting venues and clubs

*“Since changing our lights and putting in a sky light, our community building is more energy efficient and our electricity bills are lower”*

Multicultural Community Agency

### You too can save!

Contact us for a free energy assessment on 9319 0288.

## Heating, ventilation and air conditioning

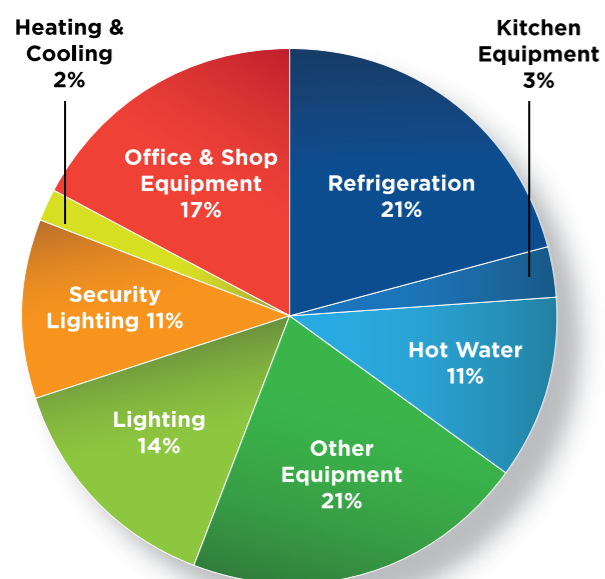
- ✓ Check the temperature is at the optimum settings (20 °C for heating in winter and 24 °C for cooling in summer).
- ✓ Do staff/volunteers know how to control the air conditioning? Do they over-ride the controls?
- ✓ Are temperature sensors located in the right places and not blocked by furniture or next to entry ways?
- ✓ Are any empty areas being air conditioned?



- ✓ Can timers or occupancy sensors be linked to the air conditioning?
- ✓ For centralised air conditioning systems, are outdoor air economy cycles, variable-speed drives or timers and controllers used?

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Sample community meeting venue energy use.

- ✓ If a centralised air conditioning system is being used, is the supply and return ductwork and pipe work insulated?
- ✓ Do any older air conditioning units need replacing ?
- ✓ Is there a maintenance schedule that includes cleaning and replacing filters, and inspecting ducts and pipe work for signs of damage or wear and tear?

### Did you know?

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



### Lighting

- ✓ Are windows, light fixtures and skylights clean?
- ✓ Are there areas where skylights could be installed to reduce the need for artificial light?
- ✓ Can unnecessary lights in overlit areas be removed?
- ✓ Do staff/volunteers know where light switches are, or how they are controlled? Are switches labelled?
- ✓ Are any empty areas lit unnecessarily?
- ✓ Can timers, occupancy sensors or daylight sensors be linked to lighting?

### Did you know?

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



- ✓ Do you have old fluorescent lighting? These can be replaced with more energy efficient light like T5 Fluorescent tubes and Light-Emitting Diodes (LEDs).
- ✓ Do you have 50W halogen lamps? These can be replaced with Light-Emitting Diodes (LEDs).

### Catering and Kitchen

- ✓ Is your exhaust fan running when the kitchen is empty?
- ✓ Can the exhaust fan have a timer, heat sensor or a Variable Speed Drive (VSD) installed on the fan motor?
- ✓ Check refrigerator and cool room door seals.
- ✓ Are condensers and evaporator coils clean and free of dust? Do any condensers need replacing?
- ✓ Ask your maintenance contractor to check that refrigerant levels are correct.



- ✓ Check that temperature sensors in cool rooms are in a suitable location and that they work (either by dropping them in an ice bath or with another thermometer).
- ✓ Do you know when your defrost cycles occur? Can these be reduced or moved to off-peak times? (Check with the manufacturer's recommendations)
- ✓ Does your cool room have Electronically Commutated (EC) fans? If not, consider retrofitting these.
- ✓ Do you have a startup and shutdown schedule for kitchen equipment?
- ✓ Do you need to purchase new kitchen equipment? Take the operating energy costs into account when weighing up the costs of different equipment.

### Did you know?

Turning off equipment that is on standby can save up to 10% of your energy use.

### Hot water

- ✓ Do you have water-efficient devices in bathrooms and kitchens? Reducing your use of hot water will also reduce your energy use.
- ✓ Have your hot water pipes and taps been insulated? If not, consider insulating them to prevent heat loss.
- ✓ At what temperature are you running your hot-water storage? Most hot water systems are set at too high a temperature. Set the temperature at a maximum of 60°C as this is adequate for most uses.
- ✓ If you have a separate hot-water system servicing your laundry or kitchen, install a timer on its recirculating pump to turn it off overnight.
- ✓ Is it time to upgrade your electric hot-water system? If so, investigate options for a solar hot-water system.