

Business Energy Efficiency Checklist

Using less energy isn't just good for your budget – it's great for the environment too. Here are some tips to help you get started.



Office equipment

☐ Purchase energy-efficient office equipment

Before you acquire office electronics, check the Energystar rating. Energystar rated appliances have been evaluated and are considered energy-efficient helping you to keep energy cost down.

☐ Use timers on equipment and switch off at the end of the day

A single computer and monitor left on 24 hours a day can cost up to \$200 a year. Set electronic equipment to automatically turn off at the end of the day and use 'energy-saving' modes for photocopiers and printers.

☐ Go paperless

Reducing the reliance on paper allows you to create a more sustainable business so, where possible, use digital. If you need to print, reduce the amount of paper used by printing double-sided.

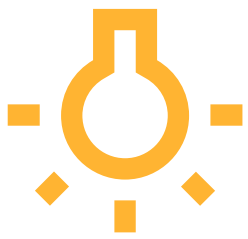
☐ Move from desktop to laptop

Laptops consume up to 90% less energy than desktop computers. Making the switch will not only be saving energy but also allows for more work flexibility.

☐ Switch to smart power strips

'Phantom loads', the electricity used by electronics when they are turned off or in standby mode, are a substantial source of energy waste.

Smart power strips shut off the power to the electronics when not in use and hence eliminate the problem of phantom loads. They can also be set to turn off at a specific time through smart and programmed switches.



Lighting

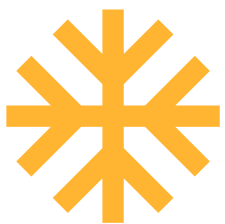
☐ Switch to energy-efficient lighting

A variety of options exist to switch to energy efficient lighting, including:

- replacing light fittings and lamps
- optimising lighting layout
- adding more circuits and switches for better control
- replacing halogens with LEDs (LEDs can use up to 75% less energy than halogens and can last up to 10 times longer)

☐ Turn off lights when not needed

Turn lights off manually or automatically when not required



Heating, ventilation and air conditioning

☐ Improve window efficiency and wall insulation

Unintended heat loss or gain can be avoided with natural ventilation, window shading and properly fitted window coverings.

Double glazing windows is an effective means to reduce your energy use but may be an unnecessary expense when energy-efficient reverse-cycle air conditioning is installed.

☐ Seal your door and windows

Sealing gaps and cracks to stop airflow is an effective to reduce energy usage. Use a draught stopper to prevent airflow under doors and apply weather seals to windows, skirting boards, skylights and cornices.

☐ Optimise your heating and cooling

Set the temperature in your office to around 24-25°C during summer and around 18-20°C during winter to avoid excessive use of your air conditioner or heater.

A single degree cooler or warmer can make a difference to your energy costs.



Refrigeration

☐ Keep fridges and freezers working efficiently

Fridges work best at around 70% capacity as it allows air to circulate whilst also reducing some of the air leaks when the door is opened. Freezers work best when they are full.

If you notice any condensation outside of your fridge or freezer, you may need to fix the seal. Improperly sealed doors are common energy drain for both appliances.

Reference

<https://www.energy.gov.au/business/energy-management-business/3-implement-energy-savings>