

heating and cooling



It is essential for businesses to provide a comfortable environment for their customers, keeping premises at a steady temperature all year round.

With Melbourne's cool winters and (usually!) hot summers, the bill for keeping your customers comfortable can become expensive.

Try these tips to take the heat out of your energy bill.

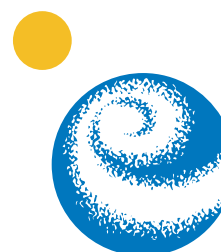
- Don't let heating and cooling systems run 24 hours a day. This is the most basic way that you can save on your energy bill. Turn systems off (or don't turn them on!) when they do not need to be used.
- For maximum comfort, the temperature of rooms should be 18-20°C in winter and 25-27°C in summer. Each degree you raise (for heating) or lower (for cooling) the thermostat outside these ranges can increase running costs by up to 10%.
- When heating or cooling, try to shut off areas that are not being used to avoid heating or cooling more space than is necessary.
- Reduce heat loss/gain by insulating roof spaces, walls and pipes. This is a very effective way of cutting down on energy costs and can result in savings of up to 40% on heating and cooling costs.
- Use shades, blinds or double-glazing/tinting on windows to reduce the amount of solar heat that enters during summer.
- Use fans to cool instead of energy-greedy air conditioners where appropriate.
- Air conditioning systems may sometimes be used when it might be just as effective to open windows and doors.

For information about
how you can save **energy**
in your business contact:

Moreland Energy Foundation

ph **03-9381 1722**

www.mefl.com.au



Moreland
Energy
Foundation

Energy saving checklist for heating and cooling

Work through the following checklist to see where you can improve the efficiency of your operations and equipment.

The more “**Yes**” answers you have, the more **energy smart** your operations are.

Are heating / cooling systems turned off when staff and customers are not present? (e.g. nights / weekends).	Yes	No
Is the temperature set correctly? i.e 18–20°C in winter and 25–27°C in summer.	Yes	No
Are drafts minimised to maintain heat / cool?	Yes	No
Are shades, awnings or blinds used to help insulate windows and minimise solar gain during summer?	Yes	No
Are the walls and ceiling insulated?	Yes	No
Are fans being used to substitute for air conditioners where appropriate?	Yes	No
Does the type of heating / cooling system suit the size and usage of the business?	Yes	No
Is the use of personal heating devices by staff minimised?	Yes	No
Are lobbies, passageways and storage areas being heated / cooled only where / when necessary?	Yes	No
When purchasing new systems / appliances, is energy efficiency taken into consideration?	Yes	No
Have staff been made aware of the importance of saving energy?	Yes	No