Energy Saving Tips

TIP OF THE WEEK

COOLING

COOLING AND AIR CONDITIONING

- Don't forget about **simple insulation** options such as curtains, draft stoppers and insulating wallpapers.
- **Keep the front doors of the office closed** and make sure the door shuts firmly behind someone as they leave.
- **Clear all air vents** of office supplies.
- **Stick to ideal temperatures in the office**: 19-21°C in winter and 23-26°C in summer.
- During summer **open the windows early in the morning** when the air outside is cooler.
- **Avoid overheating and overcooling** by using a thermostat or intelligent building operation system.
- **Use blinds and shutters on windows** to block out direct sun and reduce the need for air conditioning in the summer.
- **Plants in the office reduce the temperature through evaporation**, clean the air and make you feel more comfortable in your workplace.

Saving energy. Cutting carbon.
Tips by GreenDependent

Cooling and air conditioning

1. **Simple insulation** options such as curtains, draft snakes and insulating wallpapers can increase the efficiency of the overall insulation system.

2. You can also prevent drafts in the office by keeping the **front doors of the office closed** and making sure the door shuts firmly behind someone as they leave.

3. **Make sure all air vents are clear** of office supplies. Blocked air vents make your HVAC system work harder and use more energy to circulate cold or warm air.

4. **Stick to ideal temperatures in the office**: 19-21°C in winter and 23-26°C in summer. At night keep the temperature at 15°C in the winter and switch off the air-conditioning system in the summer (note: optimal temperatures depend on the climate you live in). It is a great way to save energy in the summer, if you set the temperature slightly higher, use fans, and ask people to dress accordingly. Keeping the temperature one degree down during winters and one degree up during summers can reduce power use by up to 10%.

5. During summer **open the windows early in the morning** when the air outside is cooler. Ventilate the office with fully open windows and leave them open for 5-15 minutes.

6. A thermostat or intelligent building operation system can help to **avoid overheating and overcooling**. Some of them are programmable and switch on heating/cooling systems only at the weekends and nights if it is necessary.

7. **Use blinds and shutters on windows** to block out direct sun and reduce the need for air conditioning in the summer and to let sun and light in during winter.

8. **Make the office green inside too**: Plants in the office reduce the temperature through evaporation, clean the air and make you feel more comfortable in your workplace.

Saving energy. Cutting carbon.
Tips by GreenDependent

Energy Saving Tips

Top tips for champions

Get regular service (cleaning and repair) for your office's heating, venting, and air conditioning (HVAC) system. A clean and working HVAC system will help reduce your energy bills. Fit these systems with timers so that they are in use only when people are in the office.

Use energy saving features: Educate employees regarding energy saving features of air conditioners and let them use those features to cut energy costs.

Use weather strips on doors and around windows. This will prevent air from escaping your office when the air conditioner or heater is running.

You can also...

Plant trees: Shade is important - it can protect the office building from intense sun during summers (less cooling required) and chilly winds during winters.

Did you know?

- ◆ Air conditioning an office for <u>1 extra hour a day</u> uses enough energy in a month to power a TV for over a year.
- ◆ Switching off office heating/cooling for the weekend can save 30% of the total energy consumption of the office.
- ◆ Green roofs (roofs covered by living plants) are becoming more and more common on new office buildings – they can reduce the heat of the roof, increase evaporation and cool the building from the top.

Further reading and ideas:

See more information on cooling and air conditioning also in the Green Clicks Tool.
Source(s): European Green Office Handbook, http://www.wikihow.com/Save-Energy-in-the-Office

Saving energy. Cutting carbon.
Tips by GreenDependent