

Action checklist

Start saving energy today. The principles of reducing energy costs are essentially the same for all HVAC systems:

✓	Action
<input type="checkbox"/>	Reduce the need. Turn off unnecessary equipment during the day and especially out of hours to reduce heat build-up in the space.
<input type="checkbox"/>	Set higher switch-on temperatures for cooling and lower temperatures for heating. Set a gap or 'dead band' between heating and air conditioning control temperatures of about 5°C. This improves occupants' comfort, cuts operating costs and reduces wear and tear on both systems.
<input type="checkbox"/>	Turn HVAC systems off out of hours, unless the building is 'night-cooling'. Consider installing automatic controls to ensure equipment stays off.
<input type="checkbox"/>	Look into areas that appear too hot or cold and consider localised thermostatic controls.
<input type="checkbox"/>	Look out for draughts especially around poorly-fitting windows and doors. Install draught proofing to reduce heat losses and increase staff comfort.
<input type="checkbox"/>	Check insulation levels and increase wherever practical to reduce the need for heating.
<input type="checkbox"/>	Walk around your site at different times of the day and during different seasons to see how and when heaters and coolers are working. Check time and temperature settings.
<input type="checkbox"/>	Take advantage of free-cooling. Where external temperatures are colder than the required internal temperature, you can ventilate the building with fresh air. 'Night cooling' is useful for cooling the building efficiently in summer.