Business Energy Efficiency Checklist

CITY OF YaRRA

This checklist is designed to help you save money and reduce emissions. It has actions that are easy (you can complete) and stretch (you may need a professional / equipment)

Operations and Maintenance

- [ ] Check and maintain equipment regularly, including cleaning refrigeration coils, replacing worn seals and checking insulation around piping.
- [ ] Put appliances such as non-perishable drinks fridges, coffee machines and lights on timers or controls to turn down or off when not in use.
- [ ] Check that thermostats are accurately calibrated within fridges and cool rooms. Check room temperature with your heating and cooling system.
- [ ] Adjust temperature settings for the season to save heating and cooling costs. Winter should be between 18 and 21ºC while summer should be between 22 and 26ºC.
- [ ] Ensure exterior doors close automatically.
- [ ] Clean windows and skylights to reduce daytime lighting needs.
- [ ] Ensure lighting fixtures or covers are cleaned.
- [ ] Ensure all doors close tightly. If you have open fridge or freezer display cases, consider fitting them with doors or replacing them with new models.
- [ ] Service large walk-in cool rooms annually, including cleaning, refrigerant levels, and a check of moving parts.
- [ ] Consider retrofitting existing refrigerators and display cases with modern high efficiency motors and variable speed drives.

Heating, ventilation and cooling (HVAC)

- [ ] Ensure employees don't use personal heating and cooling equipment - these negatively impact main HVAC systems.
- [ ] Ensure temperature settings are suitable for each room, and unused spaces aren't being heated or cooled.
- [ ] Regularly change or clean HVAC filters. Dirty filters use more energy and reduce air quality.
- [ ] Remove furniture and other obstructions from areas in front of vents.
- [ ] Close exterior doors whilst running the HVAC system.
- [ ] Repair or replace damaged pipes, insulation or other parts.
- [ ] Calibrate thermostats with ambient air temperature and check sensor locations. Adjust temperature settings if they are inaccurate.
- [ ] Investigate the energy savings of a retrofit with variable speed drives and energy-efficient motors.
- [ ] Install window films, add external blinds (or internal if not practical) insulation and/or cool roof painting to reduce energy consumption.

Lighting

- [ ] In winter, open blinds to take advantage of daylight and sun to warm the building.
- [ ] Replace old incandescent and fluorescent lighting with LEDs.
- [ ] Ensure dimmable lights are set to the appropriate level.*
- [ ] Install LED exit signage.
- [ ] Install signage to remind users to turn off lights when not in use.
- [ ] Upgrade lights to be on motion and daylight sensors.
- [ ] Install movement or infra-red sensors linked to the lights.

*LED lights dim over time. They should be turned down initially and turned up over time to maintain the same light output. You can borrow a light meter from Yarra Libraries to measure your lighting levels.

AS/NZS 16802 recommended lighting levels

Kitchenettes and dining areas: 240 lux
Offices: 320 lux
Storerooms: 80 lux
Corridors: 40 lux
Detailed work: 600 lux

Equipment

- [ ] Ensure appliances have an Energy Efficiency Label – the higher stars the better.
- [ ] Select dark mode for Windows and Apple operating systems and applications
- [ ] Turn down the brightness on a computer monitor, which can cut its energy use by a quarter while reducing eyestrain.
- [ ] Ensure sleep settings are activated on laptops, monitors, printers, copiers and other devices so they go into a low power mode when not in use.
- [ ] Swap out desktop computers for laptops, which use significantly less energy than desktop computers.

Behaviour and Education

- [ ] Include prompts that remind people to close doors / turn off lights / HVAC if not on sensors or timers.
- [ ] Promote the results of energy saving initiatives to staff and customers.
- [ ] Include energy efficiency messaging in your staff inductions.
- [ ] Encourage staff to dress for the season, so HVAC can be set at seasonal temperatures.
- [ ] Review interval data (available through CitiPower or Jemena) to ensure energy use is as expected and equipment isn't left on when it isn't needed.

Learn more

Scan the QR code for a list of resources to support your business to run more sustainably.