

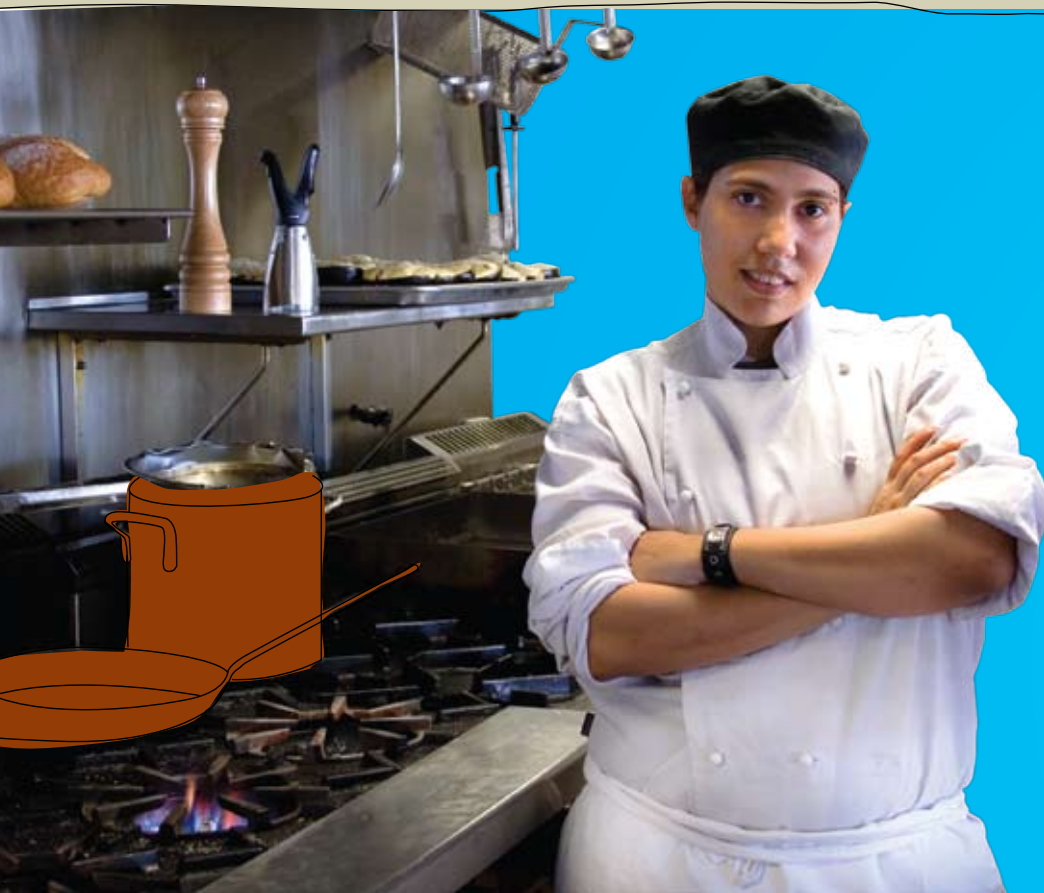


A guide to help your  
business save money  
and the environment



## Water reduction

- Repair leaks. A tap leaking at the rate of one drip per second will waste more than 12,000 litres of water a year.
- If you can see a toilet in your business leaking and hear a constant hissing sound, you could be wasting as much as 11 litres of water an hour – or 96,400 litres of water a year.
- Use signage to encourage staff and guests to use the half flush option where appropriate.
- If you are an accommodation provider, have cards in your guest rooms reminding visitors to consume as little power and water as possible during their visit.
- Install water efficient products where possible, such as water efficient shower heads in hotel guest rooms and staff showers.
- Encourage staff to wait for a full load before turning on dishwashers.
- Invest in water efficient washing machines and energy efficient dryers if a launderette service is provided onsite.
- If you have a garden area:
  - Water after 8pm. After 8pm the ground will absorb the water more efficiently. In the day when the ground is hot, the water will evaporate. You will also find you will be able to water for less time, less often.
  - Place water systems on a timer so they come on after 8pm.
  - Look out for Water Efficiency Labelling Scheme (WELS) and Smart Water Mark approved products and services.
  - Use drippers if you don't already. Drippers are the most efficient way to deliver water to the roots of the plants.
  - Use mulch. Mulch keeps water in and salt down. Mulching can decrease evaporation of water from soil by as much as 75 per cent.



There are some simple things you can do to lower overheads by reducing your power and water bill and help save the environment at the same time.

## Cooling and heating

- If you use split airconditioners and not ducted airconditioning, make sure you turn them off when you leave the room. This can save a substantial amount off your power bill.
- When cooling / heating a room, use timers to reduce the amount of time the appliance is actually running while still keeping the room comfortable enough to work in.
- For every degree your airconditioner thermostat is set at below 24°c, it will add another 10 per cent to your power bill.
- Install programmable thermostats or timers to give you better control when the airconditioning is on.
- To further help the airconditioner work more efficiently, keep all doors and windows closed during hot weather and keep all shades, blinds or drapes closed where possible.
- Perform regular maintenance to keep your heating and airconditioning systems running more efficiently.
- When you are shopping for windows, choose Energy Star® rated windows to reduce your heating and cooling costs by up to 15 per cent. Also look for the National Fenestration Rating Council (NFRC) label; it means the window's performance is certified.
- Install awnings, solar window shade screens or sun-control window film and apply a heat-blocking coating to your roof.
- If possible, insulate the roof and walls of your business premises.
- Place signs on entrance / exit doors encouraging people to close them after use.
- Shading your airconditioners with awnings will help your airconditioners run more efficiently and save energy and money.

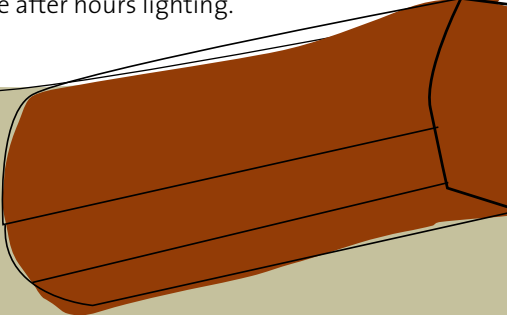


→ Laptop computers consume 90 per cent less energy than standard desktop computers.

## Lighting

The easiest way to reduce energy usage is to look at how you use your lighting system.

- First things first. Turn off lights and appliances when you are not in the room or they are not needed.
- Install occupancy sensors. These inexpensive devices can reduce lighting costs by up to 40 per cent by turning off lights in unoccupied areas.
- Try and use natural light when possible and appropriate.
- Replace standard light bulbs (incandescent) with compact fluorescent lamps (CFLs), which can last up to 13 times longer. CFLs provide the same amount of light as incandescent bulbs, but use up to 75 per cent less energy.
- Turn off decorative or showcase lights when not needed, a timer can be useful.
- Replace incandescent lights in exit signs with LED lights. This can reduce running costs of these signs by up to 95 per cent.
- Use outdoor lights on a timer or with a solar unit so they will turn off during the day.
- Remove excess lights. Many older offices have more lighting than needed. In many areas, half the lights may be sufficient to light the area. When removing excess fluorescent tubes, remember to disconnect the fitting that powers them.
- Install separate switches for smaller areas. Often dozens of lights are controlled by a single switch and not all of them need to be on. These lights can be rewired into smaller groups of lights on independent switches. This way only those that are needed can be turned on.
- Use task lighting. If you're working at a desk you might be able to turn off or dim other lights in the room.
- Adjust building housekeeping and maintenance routines to minimise after hours lighting.



→ For every degree your airconditioner thermostat is set at below 24°C, it will add another 10 per cent to your power bill.



## Office equipment

- Turn off or set office equipment to power down when not in use. Turning off one computer and monitor nightly and on weekends can save up to \$80 a year. Setting PCs, monitors and copiers to 'sleep mode' when not in use can help cut energy costs by up to 50 per cent.
- Connect PCs, monitors, fax machines and computer "peripherals" to one power board and then turn it off when it's not in use.
- Invest in energy-efficient equipment. When upgrading or adding new equipment, look for the Energy Star® symbol, which indicates the equipment meets federal standards for energy efficiency.
- Disconnect unnecessary or unused equipment.
- Disable the screensaver on your monitor and enable the power management tool on your PC.
- If appropriate, use laptop computers – they consume 90 per cent less energy than standard desktop computers.
- If appropriate, use inkjet printers – they consume 90 per cent less energy than laser printers.
- Use email instead of sending memos and faxing documents.
- Print double sided and use recycled paper where possible.
- Purchase appropriately sized copiers for your company's needs.
- Replace standard monitors for computers with LCD screens.
- Buy Energy Star® rated PCs, monitors, printers, fax machines and copiers.
- Paint and decorate in light colours. Dark colours absorb light. Light colours reflect light. The lighter the colours you use, the less artificial lighting is required to illuminate the area.
- Use signage and posters to encourage staff to turn off lights, fans, radios, computers, speakers and photocopiers at the end of the day.

## Other office tips

- Install a solar hot water system if possible – rebates on the purchase/installation cost may be available.
- If you have an electric hot water system, set your water temperature to 70°C. This is more than hot enough for most people. Kidsafe recommends that the ideal maximum safe temperature for hot tap water is 50°C.
- If you use compressed air systems, stopping air leaks in air systems can result in savings of 25 to 40 per cent in energy costs.
- Have regular maintenance checks on all office appliances including the kitchen fridge and microwave to ensure they are running at optimum levels and not consuming more energy than needed.
- Recycle paper, cardboard and stationery where possible. Use refillable toner cartridges and/or recycle cartridges.

Educate and encourage your staff and visitors to be energy, water and environment conscious. Placing signs around the office reminding them of small things such as turning off their computers can go a long way.

Recognise and reward staff who consciously take steps to help your business reduce energy and water costs and who are environmentally aware.

[www.environment.gov.au/settlements/challenge/members/energyaudittools.html](http://www.environment.gov.au/settlements/challenge/members/energyaudittools.html)



### Head Office

2nd Level, Mitchell Centre  
55 Mitchell Street, Darwin NT 0800  
GPO Box 1921, Darwin NT 0801

Monday – Friday  
8.00am – 4.30pm  
(except public holidays)

Saturday 9.00am – 12.00pm

Call 1800 245 092

ABN 15 947 352 360

[www.powerwater.com.au](http://www.powerwater.com.au)