

# Your business can make a real difference

**Below 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

- Use timers to reduce the amount of time the appliance is running.
- For every degree cooler you set your air conditioner, you increase energy consumption by about 10%. When the air conditioner is set at 25 degrees, it will cycle on for about 70% of the time. Duty cycle will increase as the air conditioner temperature is lowered until when set at 20 degrees the air conditioner will cycle on for 100% of the time (based on an ambient temperature of about 30 degree Celsius).
- If you use split or box air conditioners, make sure you turn them off when you leave the room.
- Perform regular maintenance to keep your heating and air conditioning systems running more efficiently.
- Shading your air conditioner unit outside with awnings will help them run more efficiently.
- If possible, insulate the roof and walls of your business premises.
- Place signs on entrance/exit doors encouraging people to close them.

## Lighting

- Turn off lights and appliances when they are not needed.
- Install occupancy sensors. These devices can reduce lighting costs by up to 40% by automatically turning off lights in unoccupied areas.
- Try to use natural light when possible and appropriate.
- Replace standard halogen GLS bulbs with LED lights, which can last up to 13 times longer. LEDs provide better quality of light than incandescent bulbs and use up to 79% less energy.
- Replace incandescent or halogen GLS lights in exit signs with LED lights.
- Use decorative or showcase lights and outdoor lights on a timer or with a solar unit if applicable, so that they will turn off when not needed.
- Remove excess lights. Many older offices have more lighting than needed. Half the lights may be sufficient to light the area.
- Adjust building housekeeping and maintenance routines to minimise after hours lighting.

## Office equipment

- Turn off or set office equipment to power down when not in use.
- Setting computers, monitors and copiers to 'sleep mode' when not in use can help reduce energy costs.
- Connect computers, monitors, fax machines and other peripherals to one power board and then turn it off when 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.
- When purchasing new computers, consider laptops over desktop computers. Laptops consume about 50% less energy than standard desktop computers.
- Replace old CRT type monitors for LCD or LED screens.
- Use signage and posters to encourage staff to turn off lights, fans, radios, computers, speakers and photocopiers at the end of the day.

## Ready reckoner for electrical appliances

This is how to calculate how much your appliances are costing you to run:

- 1 Check the wattage on the appliance, which is usually printed on a small label attached to the appliance. Appliances with thermostats (T), like air conditioners, don't use their full wattage all the time. To work out how much power they are likely to consume, take one third of the wattage (W) and use this number for the next step.
- 2 Multiply the wattage by the average number of hours the appliance is used over the period you want to check. Then divide by 1000 and you will have the number of kilowatt hours you are using.
- 3 Multiply the number of kilowatt hours by **31.28 cents** (the commercial tariff applicable from 1 January 2015).
- 4 Remember that there is also a set charge of **82.76 cents** each day for commercial consumption, regardless of the number of kilowatt hours.

The following guide tells you the average wattage and cost in cents per hour for some common appliances. Those marked with (T) have a thermostat.

Appliance	Wattage (Watts)	Cost per hour (Cents/hr)
Air conditioner (T) .75 HP	2250	23.5
Air conditioner (T) 1 HP	2500	26.1
Air conditioner (T) 1.5 HP	3400	35.5
Air conditioner (T) 2.5 HP	7000	73.0
Air conditioner (T) 3HP	8000	83.4
Bore 1HP	750	23.5
Ceiling fan	80	2.5
Chest freezer (T)	100	1.0
Computer	150	4.7
Dishwasher	1200	37.5
Fridge (1 door) (T)	150	1.6
Fridge (2 door fridge/freezer) (T)	450	4.7
Fridge (2 door side by side) (T)	600	6.3
Grill	1800	56.3
Heater (single bar)	1200	37.5
Heater (double bar)	1800	56.3
Heater (triple bar)	2400	75.1
Kettle	2400	75.1
Light (incandescent)	100	3.1
Light (fluorescent)	36	1.1
Light (LED)	10	0.3
Microwave oven	800	25.0
Oven	1100	34.4
Toaster	1500	46.9
Vacuum cleaner	1800	56.3

\*Taken from a number of sources, these costs are a guide only. Actual costs may vary. For more information visit [powerwater.com.au/save](http://powerwater.com.au/save) or phone 1800 245 092.