

15 TIPS TO GIVE YOUR BUILDING A HOLIDAY



Your building has been working hard all year. Keeping you warm in winter, cooling you down in summer, saving your legs with its escalators and lifts, and powering your workspaces.

Here are some energy saving tips to give it a well-earned break over the holidays.

BUILDING LEVEL TIPS



Consider turning the HVAC off, or at least raising the temperature at which the cooling operates.



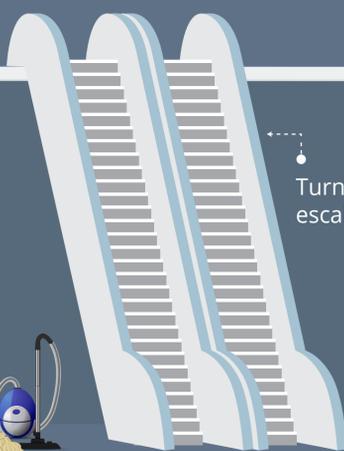
Reduce number of lifts in operation



Check the schedule for the BMS or air conditioning and lighting controllers to ensure public holidays are correctly set.



Use this time to undertake maintenance that would have been disruptive.



Turn off escalators.

If only a few staff are working over the holidays, try to get them to work in the same part of the building, so that only those lighting and air-conditioning zones need to be activated.



Turn off signs not needed for security or safety.



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Ensure time clocks on external lighting have been adjusted for the longer hours of daylight at this time of year.



IN THE OFFICE

Make sure all supplementary cooling units are off and check with your building manager to ensure time clocks are disabled.



Turn off any lighting that is manually switched.

Turn off domestic hot water units (but allow enough time to bring back up to temperature at the end of the holiday).



Turn off office equipment such as monitors, printers and photocopiers to avoid standby loads.



Do you need to run your comms rack?

Turn off your water coolers and vending machines.



For the poor guys that have to work, enable them to work from home.



For more tips, download the free ebook, **"Out of Hours: The Easiest Way to Improve Building Energy Efficiency"** from greensense.com.au/out-of-hours

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