



## ENERGY SAVING TIPS FOR THE SMALL BUSINESS

### General energy saving tips

- Wherever possible, do not use large appliances and equipment between the **peak hours of 17:00 and 21:00**.
- **Turn off all equipment and lights after hours.**
- An **energy audit** is the easiest way to fully understand the energy usage in your organisation.

### Improve efficiency of your cooling and ventilation systems

- By using a **programmable thermostat**, you can ensure that the temperature in the workplace is consistent. Consider installing a locking cover over the thermostat, in order to prevent employees from tampering with the temperature settings.
- Ensure **window blinds or curtains** are closed to shade your office space from direct sunlight.
- Allow your staff to wear **comfortable clothing** during the hot weather. This will reduce the need for excessive cooling.
- By **keeping exterior and freight doors closed** as much as possible, significant amounts of energy may be saved (there is no point in running high air conditioning, while your doors remain open).
- **Maintenance** of cooling and ventilation systems can boost their efficiency. Ensure that filters are regularly replaced (and also ensure that ducts and pipe insulation are regularly checked).
- Install **window films, solar screens or awnings** on windows which receive significant amounts of sunlight to reduce peak demand during hot months. In addition, the use of these films may reduce exposure to ultraviolet radiation and reduce glare.
- Wherever you can, **install ceiling fans**, which in summer may reduce the ambient temperature by up to four degrees.
- Ensure that **geysers, water heaters and supply pipes** are **insulated**.
- If possible, **install ceiling and wall insulation**.

## Improve lighting efficiency

- It is possible to reduce lighting without affecting productivity. Ensure that **unnecessary lights** are turned off (**especially after hours**).
- Utilise **task lighting** instead of overhead lighting, and light only those areas which are required at the time. This could save up to 15 percent of your lighting bill.
- **Replace old incandescent light bulbs** with more efficient models, such as LED or compact fluorescent lights (a compact fluorescent light can use up to 75% less electricity to produce the same amount of light as an incandescent bulb).
- Ensure that bulbs, fixtures, lenses, lamps and reflective surfaces are **cleaned regularly**, as grease, dust and other dirt can decrease the output of your lights.
- Wherever possible, **install automatic occupancy sensor room lighting controls** to turn lights on or off, depending on occupancy or time of day.
- Change all incandescent **exit signs** to LED signs.

## Saving energy with computers and other office equipment

- Ensure that computers and other office equipment are **turned off when not in use**, particularly overnight and over weekends (this practice costs nothing, and could save in the region of R 400 per computer per year, depending on your electricity usage tariff).
- For protection of your computer during load shedding, invest in an **Uninterruptible Power Supply (UPS) system**, which combines surge protectors and battery packs. These systems will allow the computer to run for a short time, and allow staff to save files and prevent any loss of information during load shedding.
- Select settings which automatically switch the computer monitor into **“sleep” or “power-down mode”**, when it has not been used for a pre-set amount of time. Shorten the delay time before the monitor automatically goes into “sleep mode”.

## Energy efficiency and food service and refrigeration equipment

- **Fully load cooking equipment** to use energy efficiently, however, do be careful not to overload beyond the recommended capacity.
- Ensure that pots are **covered** to reduce heat loss.
- To reduce energy use with **ice makers**, ensure that your ice maker is the appropriate size for the needs of your business.
- Ensure that the **freezer evaporator coils** are clean and free of ice build-up, with regular maintenance. Check levels of oil and refrigerant.
- Install **automatic door-closers and strip curtains** on walk-in freezers or coolers.
- Ensure that **oven doors fit tightly** by adjusting door latches.
- Purchase **insulated cooking equipment** when possible.