

ENERGY SAVING CHECKLIST FOR HVAC

Are heating/cooling systems turned off when staff and customers are not present? (eg nights)

Is the temperature set correctly? (ie 18-20 aμC in winter and 25-27 aμC in summer)

Are drafts minimized to maintain heat/cool?

Are shades, awnings or blinds used to help insulate windows and minimize solar gain?

Are the walls and ceiling insulated?

Are fans being used to substitute for air conditioners where appropriate?

Does the type of heating/cooling system suit the size and usage of the business?

Is the use of personal heating devices by staff minimized?

Are lobbies, passageways, and storage areas being heated/cooled only when/where necessary?

When purchasing new systems/appliances, is energy efficiency taken into consideration?

Have staff been made aware of the importance of saving energy?