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| **<< Insert your logo >>** |

**Energy**

Our sustainability actions

**<< Insert your business name >>**

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| Our first steps: |  |
| Make use of natural lighting. It has a positive impact on workplace productivity and employee well-being, and saves energy and money! |[ ]
| Increase lighting efficiency by installing motion sensors and changing bulbs to LEDs, which use around 80% less energy and last longer. |[ ]
| Set your hot water temperature to a maximum of 60˚Celsius and talk to your maintenance manager or local plumber about low cost options to insulate your hot water system.  |[ ]
| Use timing functions to coincide cooling and/or heating control with your opening hours. |[ ]
| Set your thermostats in accordance with the following and ask housekeeping to return thermostats to these set-points:* Air-conditioning: 24˚Celsius
* Heating: 18˚Celsius

Adjusting your cooling or heating by just one degree can bring significant savings to your business. |[ ]
| Clean the filters in your heating and cooling systems once a month to maximise efficiency. Dirty filters can increase running costs by 5 – 10%.  |[ ]
| Ensure that the dress code for your staff is appropriate for your climate, allowing them to be more comfortable in hot or cold weather.  |[ ]
| Power down electrical equipment at night, including TVs, computers, printers and monitors. Standby power is an energy sponge that results in significant carbon emissions each year.  |[ ]
| Clean and maintain all electrical equipment regularly to ensure they are operating at maximum efficiency, including office, kitchen and workshop equipment.  |[ ]
| Get your staff on board. Provide training and education about how they can save energy and create an energy efficient culture within your business. |[ ]
| Display signs, posters or flyers to educate and encourage staff and travellers about energy efficiency. Give travellers practical advice relevant to their visitor experience, for example ask hotel guests to keep doors and windows closed while air-conditioners are running.  |[ ]
| Check how your energy spend compares to similar businesses in your area through a free online program called [Check your Energy Spend](https://www.checkyourenergyspend.com.au/). |[ ]