

General

- Rationalise excess equipment.
- Turn off unused hot water cylinders.
- Ensure windows are kept closed when heating and air conditioning systems are operating.
- Repair leaks – water, steam, compressed air.
- Reduce hot water cylinder thermostat to 60°C, or 55°C at tap.
- Fit cylinder wraps to hot water cylinders.
- Install a water saving shower head to reduce flow.
- Insulate hot water pipes and valves.
- Control water heating to run only when required.
- Isolate unused areas.
- Install urinal water saving controls.
- Fit automatic door closers to air conditioned areas.
- Improve window shading.
- Insulate to NZS 4243 where necessary.

Lighting

- Remove light bulbs from room fittings, to reduce light levels in areas that are overlit.
- Replace 38mm fluorescent light tubes with new higher efficiency tubes.
- Label light switch circuits so staff can turn off lights not needed in their area.
- Group relighting of fluorescent fixtures and overlit areas as follows:
 - Measure light levels and compare with appropriate standard.
 - Clean fittings – replace discoloured and silverguard diffusers with prismatic diffusers.
 - Bulk relamp with new higher efficiency tubes to obtain required levels and quality.
- Replace tungsten, halogen and incandescent tubes with more efficient options.
- Install additional light switches to suit occupancy and usage.
- Replace aged light fittings and install occupancy sensors to control lighting.
- Retro-fit light fittings with specular reflectors.
- Upgrade ballasts in fluorescent light fittings.
- Upgrade diffusers on light fittings.

Management

- Identify peak time periods and control energy usage.
- Manage cleaners' energy use or schedule.
- Run staff awareness campaigns:
 - 'Switch off' office equipment when not in use.
 - 'Switch off' lights when not in use.
- Purchase and operate ENERGY STAR® office equipment.
- Monitor and target energy use and costs.
- Manage meter and/or transformer capacity cost.
- Improve power factor.
- Develop organisational energy policy and standards.
- Install an electrical demand management system to reduce peak usage.

Heating and air conditioning

- Review/renegotiate service contracts.
- Stop simultaneous heating and cooling.
- Adjust temperature setpoint.
- 'Switch off' unnecessary plant.
- Reset HVAC setpoints and timers.
- Adjust controls to minimise the use of air handlers and other HVAC equipment.
- Programme automatic temperature resets into controls.
- Improve staging of multiple boilers and chillers.
- Look for and deal with leaks in building and pipes etc.
- Recommission HVAC systems.
- Reduce excess ventilation air.
- Improve maintenance of degraded plant.
- Install time switches to limit run time.
- Upgrade HVAC controls.
- Install optimiser to automatically optimise boiler start and stop times.
- Install compensators to automatically adjust heating systems in accordance with outside weather conditions.
- Install destratification fans where appropriate.
- Improve boiler maintenance.
- Install electronic thermostats.
- Upgrade HVAC equipment.
- Replace fans with high efficiency fans.
- Fit economisers so fresh air is used for cooling.

Remember: if it doesn't need to be on – switch it off!