

**TIP OF
THE MONTH**

**COOLING
AND AIR
CONDITIONING**

General guidelines

- Don't forget about **simple insulation** options such as curtains, draft stoppers and insulating wallpapers.
- **Keep the front doors of the office closed** and make sure the door shuts firmly behind someone as they leave.
- **Use blinds and shutters on windows** to block out direct sun and reduce the need for air conditioning in the summer.
- **Clear all air vents** of office supplies.
- **Stick to ideal temperatures in the office:** 19-21°C in winter and 23-26°C in summer.
- During summer **open the windows early in the morning** when the air outside is cooler.
- **Avoid overheating and overcooling** by using a thermostat or intelligent building operation system.
- **Plants in the office reduce the temperature** through evaporation, clean the air and make you feel more comfortable in your workplace.

COOLING AND AIR CONDITIONING

1. **Simple insulation** options such as curtains, draft snakes and insulating wallpapers can increase the efficiency of the overall insulation system.
2. You can also prevent drafts in the office by keeping the **front doors of the office closed** and making sure the door shuts firmly behind someone as they leave.
3. **Use blinds and shutters on windows** to block out direct sun and reduce the need for air conditioning in the summer and to let sun and light in during winter.
4. **Make sure all air vents are clear** of office supplies. Blocked air vents make your HVAC system work harder and use more energy to circulate cold or warm air.
5. **Stick to ideal temperatures in the office:** 19-21°C in winter and 23-26°C in summer. At night keep the temperature 2-3°C lower in the winter and switch off the air-conditioning system in the summer (note: optimal temperatures depend on the climate you live in). It is a great way to save energy in the summer, if you set the temperature slightly higher, use fans, and ask people to dress accordingly. Keeping the temperature one degree down during winters and one degree up during summers can reduce energy use by up to 10%.
6. During summer **open the windows early in the morning** when the air outside is cooler. Ventilate the office with fully open windows and leave them open for 5-15 minutes.
7. A thermostat or intelligent building operation system can help to **avoid overheating and overcooling**.

Some of them are programmable and switch on heating/cooling systems at the weekends and nights only if it is necessary.

8. **Make the office green inside too:** Plants in the office reduce the temperature through evaporation, clean the air and make you feel more comfortable in your workplace.



TOP TIPS FOR CHAMPIONS



Get regular service (cleaning and repair) for your office's heating, venting and air conditioning (HVAC) system. A clean and working HVAC system will help reduce your energy bills. Fit these systems with timers so that they are in use only when people are in the office.

Use energy saving features: Educate employees regarding energy saving features of air conditioners and let them use those features to cut energy costs.

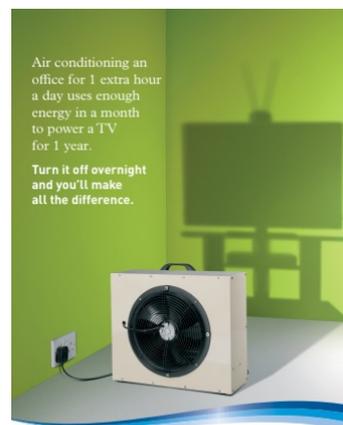
Use weather strips on doors and around windows. This will prevent air from escaping your office when the air conditioner or heater is running.

YOU CAN ALSO....

Plant trees: Shade is important - it can protect the office building from intense sun during summers (less cooling required) and can reduce the effect of chilly winds during winters.

DID YOU KNOW?

- Air conditioning an office for 1 extra hour a day uses enough energy in a month to power a TV for over a year.
- Green roofs (roofs covered by living plants) are becoming more and more common on new office buildings – they can reduce the heat of the roof, increase evaporation and cool the building from the top.



FURTHER READING AND IDEAS

[Heating, ventilation and air conditioning](#)

SOURCES

European Green Office Handbook, <http://www.wikihow.com/Save-Energy-in-the-Office>

PICTURES

<https://www.aliexpress.com>, <http://time.com>, <http://a-1proheatandair.com/hvac-service>

<https://www.carbontrust.com>