



## Maintaining a comfortable environment

Effective insulation will reduce energy bills by making the most of your heating and cooling systems. The most important area to consider is above the ceiling, though insulation in the walls and floors, weather stripping of doors and windows and properly-fitted blinds and window coverings will all help to keep warm air inside in winter and outside in summer.

Recommended temperatures for optimal energy savings are 24-25°C in summer and 18-20° C in winter. A single degree cooler in summer or warmer in winter could increase your energy costs by as much as 10%. An effective and well-maintained thermostat is essential - one which can't be tampered with, and which is placed well away from draughts.

If you're building new premises, this is a great opportunity to start out with energy-saving features such as double glazing, correct building orientation and skylights.

When choosing new heating or cooling equipment, consult an expert who can advise on the right size and type of unit for your needs. Keep your equipment well serviced, and make sure all appliances are clear of obstructions like rugs and furniture.

### Staying cool

Always locate your air conditioning unit on the shady side of your building away from direct sunlight if possible. Follow the manufacturer's instructions for filter cleaning and maintenance and have the units serviced regularly.

- Evaporative units use the cooling effect of evaporation. They cost little to run and can be effective in dry areas as they increase the humidity of the air. Windows must be left open for them to perform effectively.
- Refrigeration units are most effective when all windows and doors are kept closed. More expensive than evaporative units, they are reliable and effective, and help to reduce air humidity.
- Reverse cycle air conditioners use the latest heat pump technology to extract and expel heat. Very energy efficient, they can also be used to heat your business in winter.

### Keeping warm

- Storage floor heating or slab heating is very efficient as heat is stored in the floor and released gradually.
- Radiant panels and infrared heaters are effective for open or draughty areas where limited or spot heating is needed.
- Gas flued heating is ideal for areas up to 90m<sup>2</sup> and comes in a range of modern and traditional styles.
- Domestic ducted heating systems are appropriate for many smaller offices and retail outlets.



- Boiler-driven heating can provide an economical heating solution for larger areas.
- Reverse cycle air conditioners provide warm air in summer and cool air in winter.
- Make use of waste heat from process sources where possible.