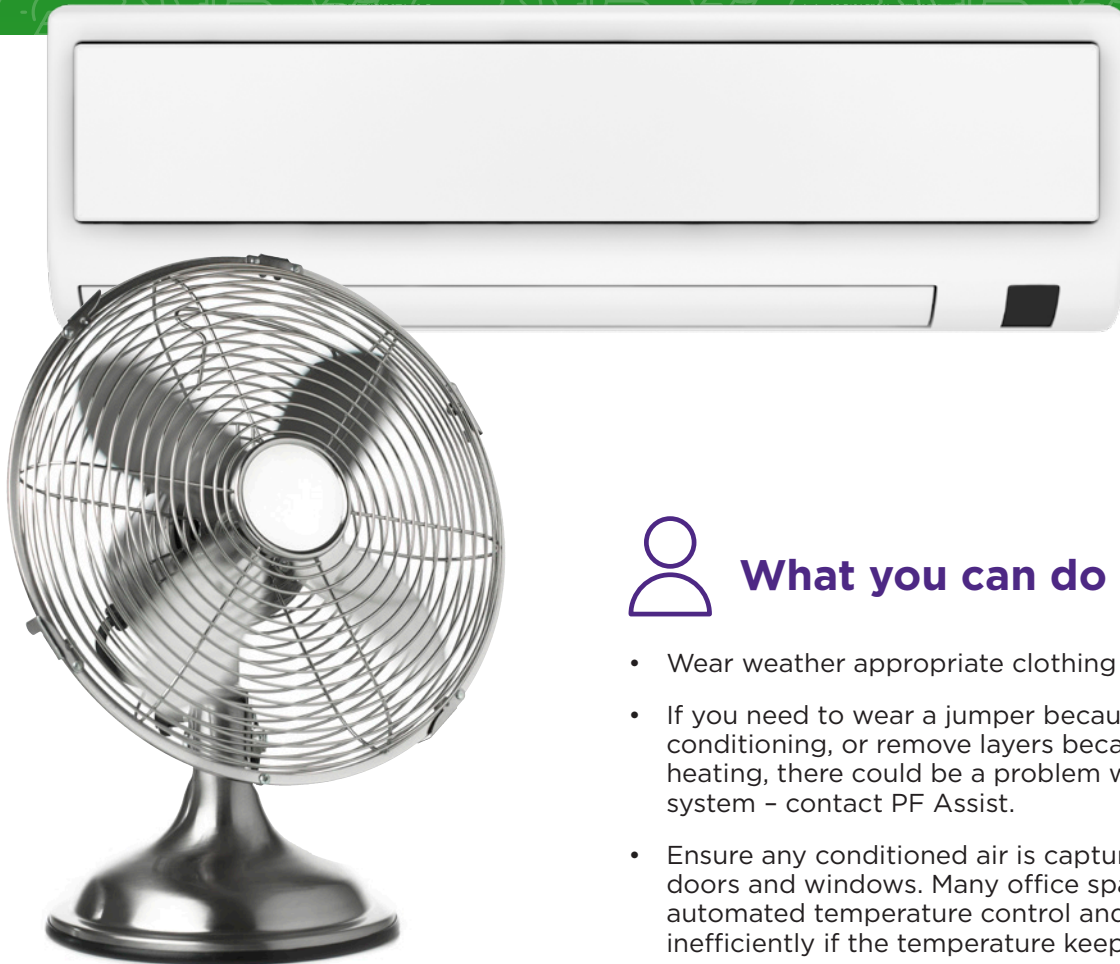


Air Conditioning and Heating in Offices



Heating, Ventilation and Air Conditioning (HVAC for short) accounts for up to 60% of UQ's total electricity use. Using heating and cooling efficiently in your office will help minimise this consumption.



Why this is important

- Working indoors requires intensive energy use to run devices, computers, lights, breakroom appliances and equipment.
- There is an increasing need to conserve resources to ensure everyone's energy needs are met.
- Increasing efficiency and decreasing consumption are necessary to reduce greenhouse gas emissions and make workplaces more sustainable.



What you can do

- Wear weather appropriate clothing to work.
- If you need to wear a jumper because of cold air conditioning, or remove layers because of indoor heating, there could be a problem with the HVAC system – contact PF Assist.
- Ensure any conditioned air is captured by closing doors and windows. Many office spaces have automated temperature control and will operate inefficiently if the temperature keeps changing.
- Consider turning off manually controlled air conditioning, opening windows for ventilation, and using fans. If the air conditioning is turned on, make sure it is switched off when the office is vacated.
- Consider setting the air conditioner to 24 degrees in summer, and 21 degrees in winter.
- Roll down window shades or louvers to keep the hot sun out.
- If you see opportunities for energy efficiency in your workplace, or you want to reschedule running times for automatic air conditioning, contact PF Assist on pfassist@pf.uq.edu.au

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