

## FACT SHEET 10 TIPS FOR ECO-EFFICIENT BUYING

It pays to think about eco-efficiency when you're considering buying new business tools or products. These tips range from inexpensive items to longer-term investments and will significantly reduce your power, water and waste costs.

### 1. REFIT YOUR BUSINESS OR OFFICE WITH GREEN BUILDING MATERIALS

Select sustainable construction materials and products by checking reused and recycled content, level of toxicity, recyclability, durability, longevity and where it was produced. Consider installing sub-meters for electricity and water.

### 2. INSTALL ENERGY-EFFICIENT AREA LIGHTING WITH TASK LIGHTING

Replace the common T8 fluorescent tubes with the more efficient T5s and use compact fluorescent lights where applicable. Consider installing light sensors to dim the lights in areas with good natural light, or create additional zones. Use natural light where possible.

### 3. REPLACE EQUIPMENT WITH ENERGY-EFFICIENT MODELS

Make sure your new equipment is based on the latest Energy Star rating – refer to [www.energyrating.gov.au](http://www.energyrating.gov.au) for more information. Using energy-efficient office equipment can reduce energy consumption of individual products by more than half.

### 4. INSTALL A 'GREEN SWITCH' TO TURN OFF STAND-BY EQUIPMENT AFTER HOURS

A 'green switch' is placed near an exit and turns off all non-essential equipment and lights, and sets the climate control to economy. Copiers, laser printers, computer monitors and other office equipment can save up to 66 per cent of their 24-hour power consumption if they are just turned off at the end of the work day. Turning equipment off completely also extends its service life.

### 5. REPLACE VEHICLES WITH MORE ECONOMICAL MODELS

Not only will you save money, you'll also help cut down on pollution. The Australian Government's Green Vehicle guide has

information on eco-friendly vehicles. Consider also installing phone and video conferencing to reduce the need for travel.

### 6. INSTALL MORE EFFICIENT AIR-CONDITIONING SYSTEMS AND CONSIDER ADDITIONAL THERMOSTATS AND CONTROLLERS

Use natural ventilation, fans and passive design wherever possible. Install programmable thermostats that turn air-conditioning off when it's not needed. Consider installing auto-closing doors.

### 7. INSTALL VARIABLE-SPEED DRIVES ON FANS OR PUMPS WHERE A CONSTANT LOAD IS NOT REQUIRED

Variable-speed drives reduce energy consumption by adjusting the motor speed to continually match the load. Reducing fan speed to 50 per cent, for example, results in power consumption dropping by 12.5 per cent.

### 8. LOOK AT HOW TO REDUCE, REUSE OR RECYCLE YOUR BUSINESS'S WASTE

Why not change to print-on-demand or go paperless? Look at your waste streams and consider how they can be reused.

### 9. IMPLEMENT AN ECO-EFFICIENCY ACTION PLAN FOR YOUR BUSINESS

Get everyone involved, set targets and work out rewards. Programs like ecoBiz will give you advice on action plans and link you to other businesses.

### 10. THINK ABOUT BUILDING IN FUTURE DISASTER RESILIENCE

If you're making changes to your business, think about how you can build in better resilience. For example, choosing water-resistant building materials will minimise future water damage.

THE ECOBIZ TEAM IS ALWAYS  
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