

Action needed from commercial offices

- “If you’re not using it, switch it off.”
- **Standby electricity:** At the end of the day, don’t leave your computer, copier, printers and fax machines on standby mode
- **Lighting:**
 - Replace inefficient systems - Eskom incentives available
 - Motion sensors for meeting rooms and security lighting,
 - Reduce lighting levels in parking areas to the minimum legal requirement during the day, and turn it off at night after the building lights have been turned off
- **Climate control:**
 - Replace inefficient systems - Eskom incentives available
 - Maintain a difference of not more than 10 degrees Celsius between inside and outside a building,
 - Extraction fans can be turned on at around 04:00 to draw cold outside air through the building to cool down the structure,
 - Close window blinds to shade your rooms from direct sunlight, allow your workers to wear light, comfortable clothing during hot weather.
- Appoint an **Energy Manager** for each building to monitor usage and identify savings opportunities

