Air Conditioning: [air conditioner unit (window, split, central)]

• All office windows are to be covered by light coloured blinds/curtains or screens. E.g. white, beige, light cream, to reduce heat conduction, radiation and convection. Awnings to shade windows also help.

• Unit setting should be at 70 – 74 deg. F or 22 – 24 deg. C. Each increase will reduce air conditioning consumption by approximately 8 %.

• All doors, windows and openings are to be thermally sealed and kept closed on entry/exit to reduce unit over-work.

• Seal leaky HVAC ductwork – with the duct system fan operating, check duct air distribution system for air leaks.

• Depending on occupancy level and local area disposition, room air conditioners [window type units] can be replaced by more energy efficient split units or central air conditioners.

• Set thermostat/temperature control to "auto". The "fan-on" setting will increase energy use.

• Do not use ceiling fans with the air conditioner unless the thermostat for the air conditioner is set higher than normal e.g. 78 – 82 deg. F or 26 – 28 deg. C.

• Seal all leaks around coils.

• Provide shade for the condenser unit, without obstructing airflow currents.

• Review the maintenance programme for the air-conditioners, as poor maintenance contributes to low performance and energy losses.

- Natural Cooling:

• Fans should not run in rooms that are unoccupied.

• Ceiling fans can augment natural breezes to increase comfort. They can improve ventilation and lessen the need for air conditioning.

• Open windows as wide as possible to admit cool circulating breeze and fresh breeze.

Miscellaneous Equipment: [motors, pumps, compressors, irrigation schemes]

• Stagger start-up times for equipment with large starting currents to minimize load peaking.

• If possible, shut off a piece of equipment before starting the alternate piece.

• Disconnect primary power to transformers that do not serve any active loads (e.g. transformers that are hardly used).

Only –essential appliances, that are required to be in continuous operation, should remain 'ON'.

NOTE:
The consumption for each property should be monitored, checked and controlled by the members of that property; they are the GUARDIANS of the 'electricity services'.
The onus is therefore on the individuals (consumers) to ensure efficient use of the electricity.

conserve Energy Save Money

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Energy Conservation Methods
General Guidelines

VINLEC
WE POWER YOUR WORLD

We at VINLEC are concerned about the energy consumed. The following tips are intended to ensure the efficient use of electricity and subsequent reduction in consumer bills.

General Guideines to conserve energy

Electrical Consuming Device by category (End-User):

Domestic Refrigeration, Heating & Ventilation:

[Refrigerator, freezer, chillers, water fountains, water heater, fans, ventilator]

• Be conscientious and mindful of the time spent with the refrigerator door open, during the entry and/or retrieval of items.

• Use as the need arise; however, before opening the fridge door, think and decide on what item, one wish to remove from the appliance.

• Set the level on the temperature control (thermostat) at 3 or 4 depending on the quantity of the items in the refrigerator (medium level or full).

• Allow warm food to cool before storing in the refrigerator.

• Make sure that air spaces under/beneath and behind the refrigerator allows for the free escape of hot air currents

• Motor and condenser coils should be kept free of dust.

• Proper (i.e. at appropriate times) defrosting as directed [by the manufacturer] increases efficiency.

• A second refrigerator or freezer only partly/partially in use should be turned off, so as to maximize the use of the other unit [refrigerator or freezer].

• Place refrigerator and/or freezer away from direct exposure to heat sources such sunlight and stoves.

Domestic Equipment: Small and Large Household Appliances:

(Electric oven, range/cooker, hot plate, microwave, toaster, blender/mixer, kettle, floor polisher, vacuum cleaner, hair dryer/blower, iron, television, video, radio/stereo, washing machine)

• All appliances must be turned off or even unplugged, when not in use.

• Microwave should be set at 'medium or medium-high' for 2 – 4 min. duration.

• Kettles should be quarter filled for preparing a cup of coffee, tea or chocolate.

• Stove/oven/ ranges are to be set on the medium range at 2 – 3 temperature level.

Laundry: Good practices saves on energy use for water heating, washing and drying.

• Use cold water (70 to 80 deg. F) for most cloths and for rinsing. This does not affect the quality of the wash.

• Use hot water (130 deg. F) only for colour fast cotton and stains.

• Use short wash cycle for lightly soiled garments

• Wash full loads if ALWAYS and when possible.

Clothes Drying:

• Use a clothes-line or "solar clothes dryer". This saves 100 % use in electric energy.

• If an electric clothes dryer is used, wash & dry several loads in succession. As the dryer is already warmed, it uses less energy.

• Dry ONLY full loads as often as possible.

> All appliances must be turned off or even unplugged, when not in use.
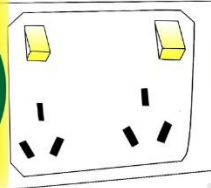
Office Equipment: [printer, scanner, photocopier, facsimile/fax, calculator, cash machine, paper shedder, detacher, transformer (power)]

• All office equipment is to be in accordance with the suppliers/manufacture operational procedure manual; failure to comply can and would result in poor equipment operation and failure.

• Use as necessary or as the need arise. All nuisance use or non- work related task and assignments are to be avoided.

• Do not leave transformers plugged into the wall outlet receptacle; disconnect (turn-off the outlet switch) and isolate (remove) all transformers at the end of the working day.

• Shut off unnecessary computers, printers, and copiers that are not in use and close-down/disconnect at the end of the working day.

Interior Lighting: [lamp/luminaries, bulb, fluorescent (standard/compact)]

Good energy management can easily cut lighting energy by half. The reductions in waste heat also decrease the need for air conditioning.

• Use fluorescent tubes in preference incandescent bulbs. Fluorescent lamps are three (3) times more efficient and last ten (10) times longer.

• Consider the purchase of compact fluorescent lamps/luminaries (CFL). These lamps produce less heat and last longer.

• Rooms can be light-zoned. In non-reading and non-working areas reduced lighting (25 watts – 40) watts can be used.

• Avoid "long-life" bulbs. They are 20% less efficient than the standard bulbs. (What are long-life bulbs)

• Dimmer switches can save energy when used with incandescent lighting fixtures.

• Use high-pressure sodium or metal halide lamps for outdoor/external lighting (left on all night).

• Turn off all lights, when someone is not occupying the washroom, closets and in-frequently used area.

• Report any and all electrical lighting problems/faults or mal-function to the Public Works Department and the Electrical Inspectorate Division – Public Works or your maintenance/repair personnel. They may be a fire and shock hazard

Computer & Electronic (Operational) Equipment:
[personal computers (PC's), electronic (processing) equipment]

• For efficient use it is recommended that all (PC's) utilize the power management option. PATH - go to the computer Desk Top, click on Start-Settings-Control Panel-Power management Option: The time settings in this power option controls how long if unattended the PC takes to go to the standby mode to conserve energy [low-power state].

Suggested Settings:

1. Monitor – 15 min.
2. Hard Disk (Central Processor Unit) – 25 min.
3. System Standby – 30 min.
4. Screen Saver – 1 min.
5. Additionally, use the automatic save feature when working in all applications, preferable at one (1) minute intervals.

• Shut off unnecessary computers, printers, and copiers that are not in use and close-down/disconnect at the end of the working day.