



## Operating your air conditioning system efficiently -

**Condensers**—Check condensers are unobstructed, clean and well maintained.

**Refrigerant charge and leakage.** Check the refrigerant charge for air conditioning and comfort cooling plant regularly and examine joints etc for signs of leakage.

**Pipework insulation.** Damaged insulation on refrigerant pipe-work will consume more energy maintaining the required temperature. Replace any damaged sections and pay specific attention to pipework located outside a building.

**Fans, filters and air ducts.** Blocked filters lead to reduced airflow and increased operating costs. Check and clean fans, filters and air ducts.

Other suggestions are as follows:-

- Setting controls correctly and reducing the need for cooling will reduce the operating cost of your air conditioning system.
- Turn cooling thermostats up. Set the temperature 'switch on' to around 25–27°C and ensure heating switches off at around 19°C so that the two systems do not operate simultaneously.
- Excessive draughts can cause joint stiffness, headaches and a dry nose and throat. Ask your maintenance technician for options to improve the internal environment.
- Let the building cool overnight. Ensure blinds are down at the end of the working day and open secure vents overnight, where possible.
- Service computer server rooms separately from the main system and cool only to the maximum temperature at which the equipment can operate effectively.
- Keep windows closed when air conditioning is on. Blinds can be angled to reduce solar heat gains whilst reflecting light on to walls and ceilings to reduce demand for electric lighting.
- Encourage staff involvement by giving guidance on recommended operating temperatures.
- Demonstrate how to set heating or cooling units correctly. Display instructions on individual units and ensure that remote controls are accessible.
- Keep a log book detailing control settings, maintenance information and any records of the commissioning process. A comprehensive logbook helps users to develop a better understanding of a building's operation and management.