

BEGINNER'S GUIDE TO HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

QUICK GUIDE

For tenants to improve Heating, Ventilation and Air Conditioning (HVAC):

- > Choose to tenant a high performing building with a good NABERS rating (4 stars or higher).
- > Make energy savings throughout the tenancy that reduce heat load on the HVAC systems.
- > Work with facilities management to optimise the base building's heating and cooling efficiency including the temperature settings.
- > Consider the impact on base building heating and cooling systems when doing fit-outs or refurbishments (including positioning of vents).
- > Undertake a NABERS indoor environment quality (IEQ) rating.

Select a green tenancy

In Australia, all sellers or lessors of office spaces of 1000 square metres or greater must obtain and disclose a current Building Energy Efficiency Certificate (BEEC), which includes an energy star rating and lighting assessment. The more tenants there are demanding green office spaces, the more of a priority it is for facilities managers to provide high performing base building services.

Visit the CitySwitch website for detail around [Best Practise Leasing](#).

HVAC efficiency

- > Reduce heat loads from lighting and equipment as this will reduce the need for HVAC.
- > Develop a relationship with the facilities manager as tenants can be more active in helping to optimise their heating and cooling effectiveness.
- > Make staff aware of how to operate advanced features of the HVAC and lighting system.



- Ensure that staff are not operating personal heaters and other appliances that could affect the operation of base building HVAC systems.
- Where possible, encourage staff working after-hours and on weekends to use areas that are served by supplementary HVAC systems so that the entire HVAC system need not be in operation.
- Ensure windows and doors are kept closed when the building is unoccupied during temperature-controlled seasons and report any gaps in window sealing to the facilities manager.
- During summer, close window shading devices to reduce air conditioning loads. During winter, open window shading devices to allow natural heating from sunlight.
- Ensure that HVAC systems are switched off after-hours and that cleaning staff understand expectations of how and when to operate air-conditioning.
- Encourage staff to dress for the season to accommodate small increases in internal temperature range
- Understand and discuss HVAC temperature set-points with the facilities manager.
- Set-point temperatures should be set to 20-22°C in winter and 24-26°C in summer .
- If you have control over the Building Management System (BMS), ensure that the set temperatures and performance are reviewed regularly.
- Set Building Management System (BMS) to allow for a 3°C “drift”; this can result in up to 20% savings in air conditioning costs.

RESOURCES

- [Office of Environment and Heritage HVAC Business Guide](#)
- [Expand the Band fact sheet for tenants](#)
- [Bring Your Best Self toolkit](#)

Contact your Cityswitch program manager for more information about incentives and grants available.

www.cityswitch.net.au

