

# Planning for Change

## Adapting to Climate Change in the Work Place

### Good business is climate friendly

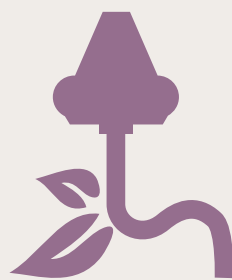
#### Don't light up if the sun is shining

- Switch off unused lights. Use natural light.
- Use energy-saving lights.
- Light emitting diode (LED) lights are even better.
- Use sensors to switch lights on and off automatically.
- Install skylights.



#### Saving energy gives you power

- Don't leave electronics on standby.
- Optimise computer settings to save energy.
- Turn off all equipment when you leave.
- Ensure new equipment is energy efficient.



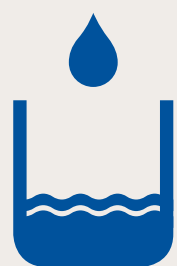
#### Kitchen and laundry

- Only boil as much water as you need.
- Avoid using hot water urns.
- Insulate geyser and turn thermostat down to 60°C.
- Use natural detergents, they are less harmful for people and planet.



#### Use water wisely

- Install water-saving tap aerators and showerheads.
- Fit dual-flush cisterns.
- Collect rainwater for garden use or to flush toilets.
- Install waterless urinals.



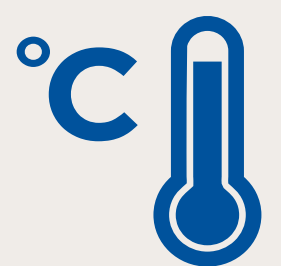
#### Solar power your office from your roof

- Install solar water heating – it has a quick payback.
- Paint your roof white or silver to reflect heat.
- Plant a roof garden.
- Invest in PV (photovoltaic) panels – costs are dropping.
- Explore other small-scale renewable energy generating options.



#### Temperature control

- Turn down heating in winter and wear warmer clothes.
- Reduce cooling in summer.
- Switch air-conditioning system off after-hours.
- Ensure the air-conditioning system is well maintained.
- Install additional ceiling insulation.
- Consider window blinds or outside shutters to regulate sunlight.



#### Be too wise to waste

- Reduce or where possible eliminate products, services and consumables.
- Reuse items, such as paper or printer cartridges.
- Recycle paper, glass, plastic, metal, energy saving light bulbs and printer cartridges and other products.



#### Use sustainable transport

- Use public transport.
- Car pool.
- Work from home.
- Use flexi-hours to avoid rush hour.
- Promote cycling or walking
- Have virtual meetings via telephone, internet or video conferencing facilities.
- Instead of flying, use the bus or train.
- Procure fuel-efficient vehicles.



#### Other ideas

- Educate and empower staff.
- Organise different campaigns to promote behaviour change.
- Implement a broader sustainability strategy.
- Draft a green procurement policy and buy locally.
- Offset your emissions and make a commitment to becoming carbon neutral.



**Western Cape  
Government**  
Environmental Affairs and  
Development Planning

**BETTER TOGETHER.**