

# The University of Macau

## Energy Saving Guidelines

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**Keywords:** AC temperature, energy efficiency, energy saving, lighting, ventilation

**Remarks:** This document encompasses both English and Chinese versions (節約能源指引)

### **Air Conditioning (AC) and Ventilation:**

1. Turn off the AC and lights in offices, meeting rooms, study rooms, etc. right after use.
2. Keep the windows and doors closed when the AC is switched on and use curtains or blinds to shade against sunlight to reduce air-conditioning load.
3. Switch off lighting and heat-producing appliances that are not in use to reduce air-conditioning load.
4. Dress light to minimize the use of AC.
5. Set the AC temperature at 25° C in summer.
6. Set the AC to "low" fan speed as the normal setting. Use a "high" fan speed rather than lowering the temperature setting to cater for increased cooling demand.
7. Encourage staff and students to open windows for free air cooling and switch off air conditioning when outdoor ambient temperature is below 20 °C.

### **Photocopiers & Printers**

1. Switch off photocopiers and printers after office hours.
2. Adjust the margins and font size of documents in order to optimize use of paper.

### **Computers**

1. Switch off computers after office hours or whenever they are not in use for an hour or more to reduce power consumption.
2. Switching off the screen can save even more energy than just letting the screen savers run.
3. Reduce the brightness level of the screen to the lowest comfortable level.

### **Others**

1. Purchase equipment with energy saving function and high energy efficiency wherever possible.
2. Place stickers next to the light switches to remind staff and students to switch off the lights after use and in areas that are not occupied.
3. Remind staff and students to turn off monitors and teaching equipment, etc. at the end

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of the day.

4. Enable the energy savings options on existing office/classroom equipment.
5. If possible, use stairs instead of elevators.

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### 節約能源指引

#### 空調及通風設備

1. 在辦公室/會議室/溫習室使用完畢後應立即關掉照明及空調設備。
2. 空調設備開啟時應關上門窗，並拉上窗簾，以阻隔陽光直射室內，來減低冷氣負荷。
3. 關掉非必要的燈飾和發熱電器以減低冷氣負荷。
4. 穿著輕便衣服可將空調設備使用量減低。
5. 在夏天，建議將空調設備調校至攝氏 25度。
6. 把空調設備的一般設定調為「低」扇；如室內人數增多或熱量增大，可選擇調為「高」扇，而非把溫度調低。
7. 當室外溫度低於攝氏 20度，應鼓勵教職員及學生打開窗戶並關掉空調。

#### 影印機和打印機

1. 在下班後，應關掉影印機和打印機。
2. 調整每頁版面邊界和字體大小以便更有效用紙。

#### 電腦

1. 在非辦公時間或需要離開書桌一小時或以上應將電腦關掉，以減少耗電量。
2. 關掉顯示屏較使用「屏幕保護程式」更能節省能源。
3. 把屏幕光度調至使用者感覺舒適的最低水平。

#### 其他

1. 盡可能購買具省電功能或能源效益較高的設備。
2. 電燈開關旁張貼節約能源的提示標籤，提醒教職員及學生離開前或房間無人使

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- 用時，關掉照明的電源。
3. 提醒教職員及學生在下班及下課時關掉顯示器及教學設備等。
  4. 把辦公室/課室設備調至節能模式。
  5. 多使用樓梯代替乘搭電梯。