

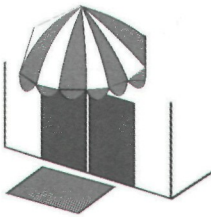
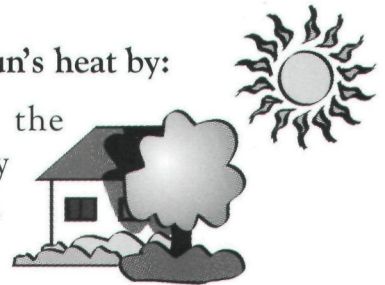
How do I 'prepare' my office for efficient airconditioning?

For efficient airconditioning, you need to:

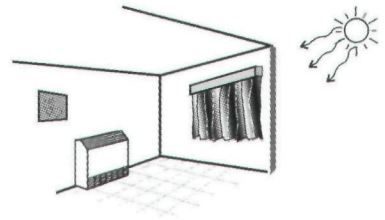
- Minimise the entry of the heat of the sun into the conditioned space;
- Prevent leakage of cooled air to outside.

You can minimise entry of sun's heat by:

- Planting trees around the building to dramatically reduce heat from the sun entering the space;



- Providing sunshades, awnings etc. outside the windows and doors;
- Using sunfilm, curtains or venetian blinds on glass doors/windows;
- Insulating exposed roof.



You can minimise leakage of conditioned air by making sure that:

- All corners and edges around joinery (doors and windows) are sealed airtight;
- Doors and windows close perfectly;
- Door closers are fitted on doors that are used frequently;
- Doors and windows are not unnecessarily and too often opened and closed.

