

# Business Efficiency Checklist

This checklist will help you to identify efficiency opportunities within your workplace.

## Checklist

## Tell me more

## TEG's tips

<input type="checkbox"/>	<b>I have measured my business's footprint.</b>	Choose a 12-month period and collect all your energy, water and waste bills for that period to calculate your businesses baseline.	Choose an assessment period that fits in with all your other accounting to make sustainability part of core business.
<input type="checkbox"/>	<b>I have established KPIs and set targets.</b>	Create Key Performance Indicators by dividing your baseline amount by production or service in the same 12-month period e.g. 10 kWh electricity per widget.	Use your KPIs to set goals and evaluate improvement internally & with similar businesses. Find out what units your sector uses to report best practice and if possible, use the same performance indicators.
<input type="checkbox"/>	<b>I have undertaken a site walk-through inspection.</b>	Carry out a walk-through inspection of your business to identify obvious areas of waste e.g., wasteful behaviours such as equipment or fixtures have been left on unnecessarily, poor maintenance, unnecessary levels of rework or unnecessary waste being sent to landfill.	Having a site walk through will also help you and your team gain a clear understanding of your business's inputs, processes and outputs. It is also a great opportunity to talk to staff to get an idea of some of the problems.
<input type="checkbox"/>	<b>I have explored possible sources of ideas.</b>	Ask your staff, suppliers, service providers and even customers to contribute possible ideas. Research what similar businesses are doing and see if your industry association has any resources.	An audit will analyse your usage of water or energy or waste generation to help highlight equipment, fixtures or activities consuming excessive amounts. This will help to ensure you focus your efforts in the right areas.
<input type="checkbox"/>	<b>I have explored energy efficiency opportunities.</b>	Key opportunities include: <ul style="list-style-type: none"> <li>• Procure efficient equipment and fixtures.</li> <li>• Rationalise energy consuming equipment.</li> <li>• Maximise use of natural cooling &amp; lighting.</li> <li>• Insulate and seal to reduce heat ingress.</li> <li>• Maintain and service equipment.</li> <li>• Turn off equipment &amp; fixtures when not needed – good staff habits, power boards &amp; timers.</li> <li>• Produce renewable energy onsite.</li> <li>• Check for leaks in compressor &amp; steam pipes.</li> <li>• Fuel efficient, hybrid or electric vehicles.</li> </ul>	Air-conditioning is a significant consumer of electricity in Queensland. Remember every 1°C below 24°C increases energy consumption by 5-10%. Keep your filters clean and service at least annually. Consider installing energy management systems or correction equipment if you are paying for peak demand or poor power factor. The purchase price of an electric motor is typically equal to the cost to operate that motor continuously for about one month. It is well worth purchasing an efficient model.

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<input type="checkbox"/> <b>I have explored waste efficiency opportunities.</b>	<p>Key opportunities include:</p> <ul style="list-style-type: none"> <li>• <b>Reduce</b> waste by using online alternatives to paper, reusables instead of single use items, purchasing in bulk &amp; repairing.</li> <li>• <b>Reuse</b> waste for outgoing packaging, buying second-hand or donate furniture &amp; uniforms to charity.</li> <li>• <b>Recycle</b> co-mingle mixed recyclables, Containers for Cash, soft plastics (Redcycle), batteries (Audi or Battery World, Office Works), phones (Mobile Muster).</li> <li>• <b>Recover</b> by composting organics or burning waste to energy for difficult to recycle items.</li> </ul>	<p>Consider a social enterprise to help recycle your e-waste e.g., Substation 33 in Ipswich.</p> <p>Join the circular economy and see if your waste streams could be used beneficially by other businesses or if you can make good use of another business's waste.</p>
<input type="checkbox"/> <b>I have explored water efficiency opportunities.</b>	<p>Key opportunities include:</p> <ul style="list-style-type: none"> <li>• Install water efficient equipment &amp; fixtures (high star ratings).</li> <li>• Reduce water flows &amp; pipe or hose sizes &amp; use efficient nozzles.</li> <li>• Reuse or recycle water internal.</li> <li>• Explore water alternatives.</li> <li>• Capture stormwater water &amp; steam.</li> <li>• Use controls and automate water using process.</li> <li>• Look at dry clean alternatives and staff cleaning practices.</li> </ul>	<p>Many buildings and manufacturing sites use water to cool their offices (cooling towers). Treatment by service providers should include water and wastewater savings targets. Initiatives could include optimal cycles of concentration, no excessive overflow, splash or leaks, alternative water source and variable speed drives on fan motors.</p>
<input type="checkbox"/> <b>I am considering innovations to existing processes, services and products.</b>	<ul style="list-style-type: none"> <li>• Form an innovation team to analyse your product or service and develop the next innovation.</li> <li>• Consider new businesses models and ways of procuring resources e.g. microgrids for sharing energy between neighbouring businesses.</li> <li>• Consider e-vehicles for your fleet.</li> <li>• Develop a new app or software system to streamline processes or help promote your products.</li> </ul>	<p>Engage with your supplier, customer and other stakeholders to help solve problems and improve processes, services and products.</p> <p>Research and keep up to date with developments applicable to your industry which you could adopt and extend to suit your own purposes.</p>
<input type="checkbox"/> <b>I have an action plan.</b>	<ul style="list-style-type: none"> <li>• Evaluate the financial &amp; technical feasibility of opportunities and environmental or social benefits.</li> <li>• Prepare an action plan that includes who will be responsible and any resources or training required.</li> </ul>	<p>Start with no or low-cost options and get some quick wins to help drive enthusiasm.</p>

This information is provided as part of Inland Rail's commitment to building the sustainability capacity of local businesses along the Inland Rail route. Discover a range of information resources designed to help small business on their sustainability journey by [visiting our website](#).

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