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|  | Business Efficiency Checklist |  | Inland Rail logo |  |

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

|  | **Checklist** | **Tell me more** | **TEG’s tips** |
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|  | **I have measured my business’s footprint.** | Choose a 12-month period and collect all your energy, water and waste bills for that period to calculate your business’s baseline. | Choose an assessment period that fits in with all your other accounting to make sustainability part of core business. |
|  | **I have established KPIs and set targets.** | 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 and with similar businesses. Find out what units your sector uses to report best practice and if possible, use the same performance indicators. |
|  | **I have undertaken a site walk- through inspection.** | Carry out a walk-through inspection of your business to identify obvious areas of waste e.g., wasteful behaviours, such as leaving equipment or fixtures 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. |
|  | **I have explored possible sources of ideas.** | 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. |
|  | **I have explored energy efficiency opportunities.** | Key opportunities include:   * Procure efficient equipment and fixtures. * Rationalise energy consuming equipment. * Maximise use of natural cooling and lighting. * Insulate and seal to reduce heat ingress. * Maintain and service equipment. * Turn off equipment and fixtures when not needed – good staff habits, power boards and timers. * Produce renewable energy onsite. * Check for leaks in compressor and steam pipes. * Fuel efficient, hybrid or electric vehicles. | Air-conditioning is a significant consumer of electricity in Queensland. Remember every 1oC below 24oC 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. |
|  | **I have explored waste efficiency opportunities.** | Key opportunities include:   * Reduce waste by using online alternatives to paper, reusables instead of single use items, purchasing in bulk and repairing. * Reuse waste for outgoing packaging, buying second-hand or donate furniture and uniforms to charity. * Recycle co-mingled mixed recyclables, Containers for Cash, soft plastics (Redcycle), batteries (Aldi or Battery World, Officeworks), phones (Mobile Muster). * Recover other wastes using viable options depending on waste type (e.g. composting organic waste). | Consider a social enterprise to help recycle your e-waste e.g., Substation 33 in Ipswich.  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. |
|  | **I have explored water efficiency opportunities.** | Key opportunities include:   * Install water efficient equipment and fixtures (high star ratings). * Reduce water flows and pipe or hose sizes and use efficient nozzles. * Reuse or recycle water internally. * Explore water alternatives. * Capture stormwater and steam. * Use controls to automate water usage processes. * Look at dry clean alternatives and staff cleaning practices. | 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. |
|  | **I am considering innovations to existing processes, services and products.** | * Form an innovation team to analyse your product or service and develop the next innovation. * Consider new business models and ways of procuring resources e.g. microgrids for sharing energy between neighbouring businesses. * Consider e-vehicles for your fleet. * Develop a new app or software system to streamline processes or help promote your products. | Engage with your supplier, customer and other stakeholders to help solve problems and improve processes, services and products.  Research and keep up to date with developments applicable to your industry which you could adopt and extend to suit your own purposes. |
|  | **I have an action plan.** | * Evaluate the financial and technical feasibility of opportunities and environmental or social benefits. * Prepare an action plan that includes who will be responsible and any resources or training required. | Start with low- or no-cost options and get some quick wins to help drive enthusiasm. |

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](https://inlandrail.com.au/building-inland-rail/sustainability/sustainability-and-suppliers/).

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