



## Laguna Pest Control - SOP 005: Reducing Power Consumption

**Document Title:** SOP 005 – Power Reduction and Energy Efficiency

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**Approved by:** Laguna Pest Control Owner

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### *1. Purpose*

This SOP outlines the energy-saving practices to be followed at Laguna Pest Control's Noosaville site, in alignment with Queensland's Energy and Jobs Plan and environmental targets under the Climate Action Plan 2030. The goal is to reduce electricity use, operational costs, and carbon emissions in our day-to-day business operations.

### *2. Scope*

This procedure applies to all staff and contractors working at the Noosaville office and warehouse, and covers:

- Office equipment
- Air conditioning and lighting
- Appliances

### *3. Objectives*

- Reduce overall electricity consumption by at least 10% annually
- Comply with Queensland's clean energy transition goals
- Support local demand reduction programs by Ergon and Energex
- Lower energy bills and reduce environmental footprint

### *4. Responsibilities*

- **All Staff** are expected to follow energy-saving behaviours daily.
- **Office Manager** ensures compliance with this SOP and tracks energy data.
- **Operations Manager** oversees equipment and appliance use in the field.
- **Director** is responsible for reviewing energy reports and setting targets.





## ***5. Procedures and Practices***

### ***5.1 Lighting***

- Use LED lighting throughout the premises.
- Switch off lights when leaving rooms unoccupied for more than 5 minutes.
- Rely on natural light during daytime hours where feasible.

### ***5.2 Air Conditioning***

- Set air conditioners to 24–25°C in summer and 18–20°C in winter.
- Keep windows and doors closed when aircon is running.
- Turn off units when leaving at the end of the day.
- Clean air filters monthly to maintain efficiency.

### ***5.3 Office Equipment***

- Set all computers and monitors to auto sleep mode after 5–10 minutes of inactivity.
- Turn off printers, monitors, and chargers at the wall when not in use.
- Enable energy-saving settings on all devices (e.g., Eco Mode on printers).
- Use smart power boards to reduce standby consumption.

### ***5.4 Appliances***

- Limit use of kettles, and other appliances to work hours only.
- Use energy-efficient appliances rated 4 stars or above where possible.
- Regularly defrost and maintain fridges and freezers.

### ***5.5 Staff Awareness and Behaviour***

- Include energy-saving tips in staff meetings and email bulletins.
- Display “Switch Off” reminder signs near lights, appliances, and exits.
- Encourage team input for new energy-saving ideas.

## ***6. Monitoring and Reporting***

- The Office Manager will:
  - Record quarterly electricity usage (from bills or smart meters)
  - Track trends and report to management quarterly
  - Notify the Director if targets are not being met or if issues arise





### *7. Review and Continuous Improvement*

- This SOP will be reviewed annually, or after:
  - Major equipment upgrades
  - Office renovations
  - Policy or regulation changes
- Feedback from staff will be used to improve energy practices.

### *8. Legal and Strategic Alignment*

This SOP supports compliance with:

- **Waste Reduction and Recycling Act 2011 (QLD)**
- **Climate Action Plan 2030**
- **Queensland Energy and Jobs Plan (2022–2032)**
- **Ergon and Energex demand management programs**

