

Windows

Keep blinds up around the windows whenever possible to utilise natural light more effectively.

Photocopiers

Print in black and white and double-sided (duplex) when using printers, and only print if necessary.

Lights Off

Turn off lights in unoccupied rooms. Close doors to offices and meeting rooms when not in use, to enable the lights to stay off through the sensor lighting system.

Air Conditioning Units

Turn off AC units when leaving office or meeting rooms unoccupied and when using AC ensure it's set between 20 and 22 degrees. Please ensure that when using the air conditioning that the windows are kept closed.

Monitors/Screens

Use the button on the screen to turn these off when not in use, and remember to switch them off standby at night.

Monitors

Turn off monitors at the switch when not in use.

Heating and Cooling

Where possible avoid using plug in heaters or plug in fans around your desk (just one plug in heater used every day will cost around £400 per year in energy costs). If you have an issue with the office temperature, please report it through Property Helpdesk.

Kitchen Appliances

Turn off kitchen appliances when not in use. A microwave uses energy when left on at the mains.

Recycle

Remember to use the correct bins.

Appliances

Turned on phone chargers uses energy even if a mobile is not plugged in.

Kettle

Do not use kettles to boil water, instead please use the smart tap hot water system located in the kitchen areas.

