



Washing
 When using the washing machine ensure to have a full load and not small quantities. Ensure that the washing machine is turned off when not in use.

Drying
 Whenever/wherever possible dry the clothes outside instead of using the tumble dryer. Ensure that the tumble dryer is turned off when not in use.

Lights Off
 Turn off lights in unoccupied rooms, such as toilets.

Recycle
 Remember to use the correct bins.

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

Doors
 Close doors between rooms with different temperature.

Fix Leaking Taps/Pipes
 Losing water = losing money

Photocopiers/Printers
 If possible turn photocopiers and printers off standby over night and at weekends.

Kettle
 Only boil what you need and avoid using multiple kettles.

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.

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

Air Conditioning (AC) Units
 Ensure they are set between 20 and 22 degrees, and turn off AC units when leaving a room unoccupied or if the natural temperature is at a comfortable level and the AC is therefore not needed.

Windows
 At night, close all windows to retain heat.