

**Shutdown procedures**

Use the shutdown procedure to avoid unnecessary equipment being left on.

**External Light**

Ensure that timers are set correctly for external lights.

**Closing**

When closing the Store ensure that plug in BWS and soft drink chillers are switched off where possible.

**Front Doors**

Broken autodoors allow £££'s of energy to escape if not repaired quickly.

**Appliances**

Make sure that all non essential office equipment is turned off at the plug.

**Monitors & Printers**

Turn off monitors, printers, and photocopiers when not in use.

**Night Blinds**

Make sure all night blinds are used on refrigeration cases where fitted.

**Chiller Shelves**

Avoid overfilling chiller shelves, the cold air spills out and is wasted if the air curtain is interrupted.

**BWS**

Ensure BWS chillers are set to the agreed temperature.

**Ovens**

Only switch on in-store bakery ovens when required and switch off as soon as possible after use. If production has finished for the day turn them off.

**Air Conditioning Units**

Check they are set between 20 and 22 degrees.

**Shop Lighting**

Remember to turn off all possible lights when closing.

**Plastic Chiller Strips**

Ensure these are always used, and never tucked to one side.

**Back Door**

Keep shut as much as possible.

**Recycle**

Remember to use the correct bins.

**Lights Off**

Turn off lights in unoccupied rooms.

**Fix Leaking Taps/Pipes**

Losing water = losing money

**Kitchen Appliances**

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

**Kettle**

Only boil what you need and avoid using multiple kettles.

**Windows**

When relevant keep doors and windows closed where possible to help retain heat.

