



Air Conditioning Units

Ensure they are set between 20 and 22 degrees.

Shredders

Turn off when not in use, and remember to turn them off at night and at weekends.

Lights Off

Turn off lights in unoccupied rooms, such as toilets.

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.

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.

Recycle

Remember to use the correct bins.

Shop Lighting

Remember to turn off all possible lights when closing.

