

Photocopiers/Printers

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

Air Conditioning Units

Ensure they are set between 20 and 22 degrees.

Doors

Keep doors between rooms with different temperature closed.

Blinds

Don't leave blinds down when not required, to ensure that natural day light is being used instead of lighting where possible.

Lights Off

Turn off lights in unoccupied rooms, such as toilets.

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.

Windows

When the air conditioning is turned on, remember to close the windows or even better, turn the air conditioning off when not needed where this is possible.

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.

Kettle

Only boil what you need and avoid using multiple kettles.

Appliances

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

