

ENERGY SAVING AT WORK

KEEPING WARM

- Dress appropriately for the temperature both inside and outside buildings. Have a layer to put on or take off depending on heating and air conditioning.
 - Keep windows and doors closed when the heating is on.
 - Report areas that are too warm or too cold to the Estates Service Desk.
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LIGHTING

- Make the best use of daylight, it's free and more pleasant than artificial light.
 - Switch off lights when you are the last to leave an area. Switch off lights in unoccupied rooms and corridors when safe to do so.
 - Report lighting that could be controlled by lighting or motion sensors.
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EQUIPMENT

- Turn off electrical devices at the plug where possible rather than putting in standby.
 - Set up automatic power-saving settings on your computer.
 - When using a kettle, boil just the right amount of water you need.
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