



Top tips for SAVING ENERGY IN YOUR OFFICE

**Reducing energy consumption protects the environment
saves money & can improve working conditions**

TURN IT OFF, OFF!

- ✓ Turn off PCs, monitors and communal equipment at the end of the day. Not just energy saving mode !

SWITCH OFF & SAVE

- ✓ Switch lights off in unoccupied rooms. It's always cheaper to switch off lights no matter how short the time period.

ONE CUP OR TEN?

- ✓ Do not over-fill kettles. If you are not going to use all the water, why heat it?

REAL AIR V AIR CON

- ✓ Before you run your cooling system, consider if your office could be sufficiently cooled by opening doors and windows.

LIGHT WHAT'S NEEDED

- ✓ Only switch on the lights that you need rather than the whole floor area.

FENG SHUI YOUR SPACE

- ✓ Lay out your office to make best use of natural light

KEEP HEATERS CLEAR

- ✓ Your office will heat up more efficiently if heaters and radiators are kept clear.

COSTLY HEAT SOURCE

- ✓ Avoid using supplementary electric heaters. These are one of the most expensive heat sources to run.

DON'T HEAT THE WORLD

- ✓ Try not to heat a room if the windows or doors are open. You are asking your system to heat the entire planet!

RETHINK & SAVE INK

- ✓ Break the habit of printing everything and re-consider printing that email.

PRINT ON TWO SIDES

- ✓ Set up printers to print both sides of the paper (duplex printing) and in greyscale, this saves energy by not printing more than necessary

LAST ONE OUT

- ✓ Ensure cleaning & security staff turn off the lights and heating when they are finished.



Sustainability Check List

OFFICE



- ☒ Turn off all non-essential equipment e.g. PCs, photocopier, fax machine, lighting & appliances over lunch breaks, nights & week-ends if not needed. Turn off monitors and lights when gone for over 20 minutes.
- ☒ Make optimum use of daylight and turn off lights in unoccupied rooms, unused areas and corridors when not needed and safe to do so.
- ☒ Print only when necessary and when you must print use recycled FSC paper, print double sided and in grey scale.
- ☒ Segregate waste into appropriate waste streams. Recycle all paper, using a print room paper bin or a recycling bin under each desk.
- ☒ Use reusable cups, glasses and crockery, and adhere to the ban on purchasing single use plastic catering items.
- ☒ Request biodegradable or compostable disposables when ordering external catering.
- ☒ Take advantage of teleconferencing and video conferencing facilities to avoid unnecessary travel to meetings.
- ☒ Dress appropriately for office temperature, avoiding need for personal heating or cooling appliances.
- ☒ Report leaking taps, running toilets, damage to window frames and doors to enable repair.



Sustainability Check List

WARD



- ☒ Make optimum use of daylight and turn off lights in unoccupied rooms, unused areas and corridors when not needed and safe to do so.
- ☒ Turn off all non-essential equipment e.g. PCs, photocopier, fax machine, lighting & appliances over lunch breaks, nights & week-ends if not needed.
- ☒ Print only when necessary and when you must print use recycled FSC paper, print double sided and in grey scale.
- ☒ Ensure waste bins are in the correct location and segregate waste into the appropriate waste streams - recycle, landfill and healthcare risk waste.
- ☒ Dress appropriately for ward temperature, avoiding need for personal heating or cooling appliances.
- ☒ Do not obstruct radiators and heaters.
- ☒ Regulate and turn off heating if the ward is overheating.
- ☒ Set air conditioning to 19°C or lower and turn it off outside normal hours.
- ☒ Keep windows closed when heating or air conditioning is in operation.
- ☒ Shut down exhaust / extractor fans during unoccupied hours.
- ☒ Report leaking taps, running toilets, damage to window frames and doors to enable repair.





Sustainability Check List

LABORATORY



- ☒ Aim to use less chemicals and always use a spill tray.
- ☒ Do not pour chemicals down the sink and always dispose of them according to waste management procedures.
- ☒ Recycle all suitable clean glass.
- ☒ Aim to use non-disposable laboratory ware as much as possible and minimise consumption of disposable laboratory ware.
- ☒ Turn fume cupboards off and lower sash when not in use - do not store chemicals in fume cupboards.
- ☒ Make optimum use of daylight and turn off lights in unoccupied rooms, unused areas and corridors when not needed and safe to do so.
- ☒ Dress appropriately for laboratory temperature, avoiding need for personal heating or cooling appliances.
- ☒ Report leaking taps, running toilets, damage to window frames and doors to enable repair.
- ☒ Turn off all non-essential equipment e.g. PCs, photocopier, fax machine, lighting & appliances over lunch breaks, nights & week-ends if not needed.
- ☒ Print only when necessary and when you must print use recycled FSC paper, print double sided and in grey scale.
- ☒ Have waste bins in the correct locations and segregate waste into the appropriate waste streams - recycle, landfill and healthcare risk waste.



Sustainability Check List

Green Printing



Green printing is a good way to reduce waste, prevent the cutting of trees, and minimise the quantity of printer ink used - reducing our impact on the environment and saving money.

- ☒ **Do not print unless necessary.**
- ☒ **Order environmentally responsible paper (FSC certified & recycled).**
- ☒ **Recycle used toner and printer cartridges.**
- ☒ **Set printer default to double sided and grayscale.**
- ☒ **Recycle all paper, using a print room paper bin or a recycling bins under each desk.**
- ☒ **Turn off printers at the end of the day.**



Sustainability Check List

Green Meetings



A green meeting is one designed, organised and implemented in a way that minimises negative environmental impacts. Every day across the Health Service hundreds of meetings take place, by implementing some simple actions to improve sustainability at these meetings we can make a big difference.

Venue

- Choose a venue close to where your attendees are located, with access to public transport, cycling and walking routes.
- Provide attendees with information on public transport and active travel options.
- Ensure the venue has recycling systems in place.
- Consider holding the meeting virtually; exploit the advantages offered by teleconference and videoconference services to limit travel and reduce carbon emissions.

Meeting materials

- Limit use of paper – post presentations, agendas, notes and handouts online or issue by email.
- If you must print use recycled paper, print in grey scale and double-sided – encourage attendees to do the same.
- Use recycled lanyards and badge holders and offer a deposit bin as attendees leave for reuse.

Catering

- Minimise the use of disposables by requesting only reusable or compostable cutlery, glassware and dishware.
- Request healthy locally grown produce and/or organic ingredients.
- Serve water in pitchers or provide a water cooler.
- Ask delegates to sign up for meals and confirm catering numbers in advance of the meeting, this will reduce food waste – and your costs.

For larger events and more detailed guidance see the World Health Organisations Healthy and Sustainable meeting guidelines.



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