



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.