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.**