



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.**