



ENERGY SAVING TIPS FOR DEPARTMENTS

1. Turn off lights when sufficient daylight is present or when leaving the room	✓
2. Turn off computer monitors, printers and other peripherals after use	✓
3. Close fridge door when not in use	✓
4. Only operate dishwashers and washing machines when full	✓
5. Ensure to only fill kettles to required level	✓
6. Disconnect unused equipment from the mains supply when leaving the Office/Department	✓
7. Heaters, air conditioners, fans etc. should only be used when necessary	✓
8. Keep radiators clear of objects	✓
9. Monitor thermostats or radiator valves to regulate office heating	✓
10. Turn off photocopier before leaving the Office/Department	✓
11. Print only necessary documents and ensure to print on both sides	✓
11. Ensure to turn off all taps after use	✓