

## ENERGY-SAVING TIPS FOR THE OFFICE

- Provide a caddy in the staff room for the collection of organic waste, e.g. tea bags, ground coffee, apple cores, banana skins
- Make use of natural light where possible and switch off unnecessary lights
- Always switch off the lights when you leave a room
- Do not leave any electrical equipment on standby
- Ensure that all PCs, printers and photocopiers are turned off *at the mains switch* overnight and at the weekends
- Don't overfill the kettle – only use as much water as you need
- Dress appropriately for the season so that you feel comfortable in the office
- Replace the energy-hungry electric kettle with an eco kettle or energy-efficient water heater
- Position your desk so that you can make the best use of natural light – also healthier for your eyesight!
- If your radiator has a thermostat turn it down if the room is too warm - don't open doors and windows
- Recycle all your printer and toner cartridges and mobile phones in the collection boxes provided across St John's Campus
- Support the University's Green and Black Recycling recycling scheme

And importantly.....

- Discuss environmental issues at departmental and team meetings to raise staff awareness and improve performance