



If you are leaving your computer for more than 15 minutes then shut it down. Leaving it on standby uses almost as much energy as when it is running on full steam. So turn it off at lunchtime, when going to meetings or simply when doing something that doesn't need the computer!

Going to a meeting outside SBC? Does it really need to be in person or could you do it on the phone or by e-mail - you'll save lots of time and transport energy. If you have to go can you share a lift or use a pool bike? Pool bikes can be booked through the LA21 Team Ext. 408



A photocopier left switched on overnight wastes enough energy to make 5,300 A4 copies - Make sure someone on your floor has responsibility for turning it off? If you're last out, turn it off!

Use the stairs whenever possible - lifts account for between 5-15% of a building's energy consumption. The stairs are often quicker anyway and they'll help you keep fit and burn off loads of calories.



Don't leave the fridge door open for longer than you need - fridges warm up quickly and take lots of power to cool down again. For example: shut the door while you put the milk in the tea. If you are putting something hot in there - don't! then let it cool down first!

Use daylight - it's free! Most of our offices have large windows and on many days there is plenty of light without the need for electric ones. Don't go overboard though, you need enough light to see what you are doing without damaging your eyes!



Lighting an empty office overnight wastes enough energy to heat water for 1,000 cups of coffee. Turn out that light - even if you are just leaving for a short while.

A PC monitor left switched on overnight wastes enough energy to laser print 800 A4 pages. Don't just click 'shut down' - this doesn't turn your monitor off, you need to turn it off yourself!

