

# Energy Savings Checklist

Personal computer and desk equipment is always turned off when not in use

Central office equipment such as copiers, scanners, printers are turned off when not in use

In any central break room or kitchen area, all kitchen appliances including water boilers are turned off when not in use

Close windows

Implement a system where there is a person assigned (on rotation) to check that all equipment is turned off at the end of the day.

Could you share equipment or space with other departments?

Have you thought about moving evening or weekend lectures to another building which has a lower emission profile, allowing heat and ventilation to be turned off in the less efficient buildings?