

Office switch-off checklist

Please make sure the following are turned off:

[customise the following table according items you have in your office]

What?	When?		Why?
	During the day	End of the day / weekend	
Light switches	✓ - turn them off when nobody is in, e.g. at lunch	✓	Lighting an office overnight wastes enough energy to heat water for 1000 cups of tea
All printers off at the plug		✓	Turning it off at the plug saves more energy than if you leave it on standby.
All photocopiers off at the plug		✓	Turning off photocopiers overnight and at weekends can save £42 and 183kg CO ₂ per year.
All monitors	✓ - turn it off when you're not going to be using it for 10 minutes or more	✓	Did you know that when your monitor goes on screensaver, it doesn't save any energy at all if the monitor is still on?
Computers logged off		✓	Logging off your computer will allow it to enter a low power mode, but still receive security updates from IT Services
Heaters	✓	✓ - especially weekend	Try to reduce the use of heaters in the first instance by wearing warmer clothing. Only leave heating and cooling devices on as long as you need.
Air-conditioning	✓	✓ - especially weekend	
All windows are closed		✓	Leaving an office window open overnight typically wastes enough energy to drive 35 miles in a car!