

Energy-Saving Guidance for Staff and Students

Turn Off Lights When Not Needed

- Switch off lights when leaving a room, even for short periods if the room will be empty.
- Make the most of natural daylight.
- Avoid turning on all lights if only part of a room is being used.

Last out? Lights out

Switch Off Equipment

Many devices continue using electricity even when idle.

- Turn off monitors, projectors, printers and speakers when not in use.
- Shut down computers at the end of the day unless they are required for overnight processes.
- Disconnect chargers when not charging devices.

If you're not using it, switch it off

Use Power-Saving Settings

- Enable sleep mode on computers and monitors.
- Reduce screen brightness where comfortable.
- Use energy-saving settings on laptops and mobile devices.

Let technology save energy automatically

Heating and Cooling - Dress for the Season

- Wear appropriate clothing before adjusting heating.
- Use layers during colder months.

Add a layer before raising the temperature

Keep Windows and Doors Closed

When heating or air conditioning is operating:

- Keep windows closed.
- Avoid propping open external doors.
- Report doors or windows that do not close properly.

Don't heat or cool the outdoors

Report Heating and Cooling Problems

Please report to the Campus Services or Halls Helpdesk:

- Overheated rooms
- Excessively cold spaces
- Faulty thermostats
- Air conditioning running unnecessarily

See something wasting energy? Report it

Use Appliances Efficiently

- Only boil the water you need.
- Run washing machines with full loads.
- Use eco settings on appliances.

Use less energy, get the same result

Print Less

- Use digital documents where possible.
- Print double-sided when printing is necessary.
- Avoid unnecessary copies.

Think before you print