

## **The journey to a low carbon department... Good Housekeeping!**

Good housekeeping in the workplace could save us 10-20% of our energy consumption and, coupling this with lower business mileage will put your department on the road to carbon godliness! This is basic stuff that we can all do in the workplace and at home, and we hope that you will spread the word to your colleagues...

- Turning off all lighting at the end of the working day
- Switching off all monitors and computers when not in use and at the end for the day
- Turning off all MFDs/ printers after office hours
- Keeping windows closed if the heating is on (where possible)
- Printing double sided
- Reusing and/or recycling paper and cardboard
- Recycling metal tins, cans and plastic
- Using public transport or car sharing for external meetings
- Holding meetings near public transport routes and at a time to allow for train arrivals where possible
- Using water wisely, reporting any leaks or dripping taps

[Further information](#) on all of the above can be found in the Document Library.