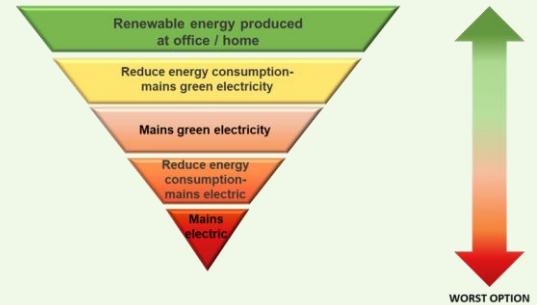




# Sustainability in the Office

## Energy Efficiency Tips

- Shut windows and doors
- Unplug equipment; use laptop power saving mode
- Turn off lights in unoccupied rooms
- Ensure thermostats are set at 19°C for cooling and 24 °C for heating
- Report faults on lighting, plug sockets, monitors and TVs
- Do not cover radiators
- Fully load the dishwasher
- Only fill the kettle with the amount of water required- reducing boiling time



## Reducing Water Usage Tips

- Place dirty pots in the dishwasher instead of washing up
- Reduce time spent in the shower by just 1 minute
- Only fill the kettle with the amount of water you need
- Report leaking taps and toilets to facilities

## Waste Minimisation Tips

- Follow the recycling requirements in the office
- Only print when necessary
- Print double sided, reduced ink, black and white
- Use reusable containers food and water bottles
- Use eco-friendly (plastic free) sanitary products



## Efficient Travel / Commuting Tips

- Check out the office [Green Travel Plan](#) detailing information on public transport, car sharing and EV charge points and more.
- Sign up to the [Cycle to Work Scheme](#)
- Check if you qualify for a [National Rail Card](#)
- Car share with employees that live close by if possible

## Improving Biodiversity Tips

- Plant wildflowers, native trees and hedgerows
- Create an allotment
- Replace amenity grasses into a flowering lawn
- Prevent and pick up litter outside the office
- Dispose of cigarette stubs in designated bins



Refer to the **BPGD06-07 Home Working Sustainability Toolkit** for further details and tips on being more sustainable.