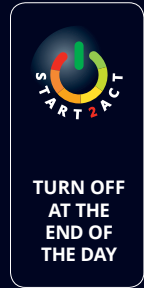
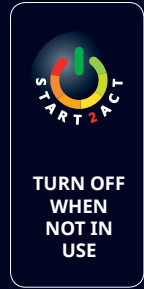


# START2ACT ON ENERGY EFFICIENCY

Label your light switches, coffee machines, printers, and other devices.



# START2ACT ON ENERGY EFFICIENCY

## Simple and no-cost measures for every day



### LIGHTING:

SAVE UP TO **10%** OF LIGHTING COSTS

- ✓ Switch off all non-essential lighting out of business hours
- ✓ Switch off lights if you leave an area
- ✓ Replace old lamps with LEDs and keep controls in good working order
- ✓ Clean windows and light fittings regularly to reduce the need for artificial lighting



### HEATING AND COOLING:

SAVE UP TO **20%** OF HEATING AND COOLING COSTS

- ✓ Switch off heating and cooling before the end of the working day where possible
- ✓ Make sure heating and cooling don't run at the same time
- ✓ Set your heating to 19-21°C in winter and your cooling to 24°C or above in summer
- ✓ Never open the window when heating OR cooling systems are on



### OFFICE EQUIPMENT:

SAVE UP TO **20%** OF EQUIPMENT OPERATING COSTS



- ✓ Switch off all PCs, laptops and monitors when not in use
- ✓ Set computers to auto sleep after five minutes of inactivity
- ✓ Charge electrical devices for no longer than necessary



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