

START2ACT ON ENERGY EFFICIENCY

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



TURN OFF
WHEN NOT
IN USE

TURN OFF
AND SAVE
ENERGY

TURN OFF
AT THE END
OF THE DAY

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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

