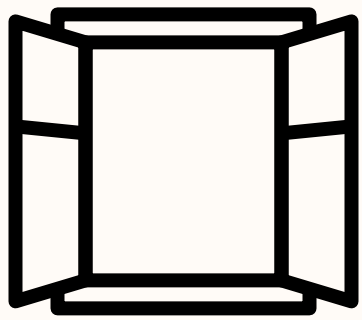
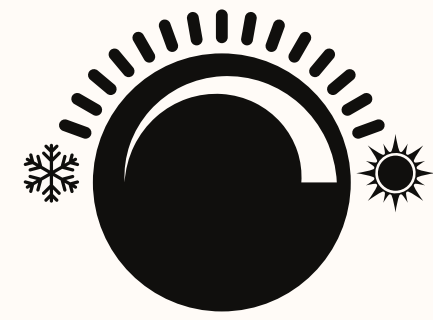


Did you know you can...

make your office more sustainable if you

ADJUST THE HEATING

- LOWERING THE TEMPERATURE LEADS TO CONSIDERABLE ENERGY SAVINGS
 - THE TEMPERATURE CAN BE ADJUSTED BY FACILITY MANAGEMENT
- CALL 771 234 331

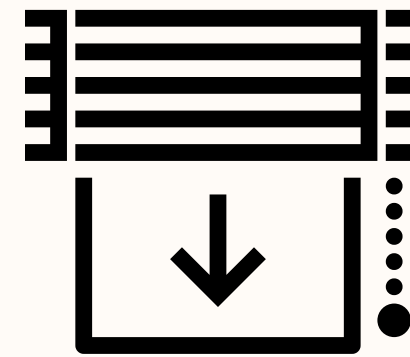


VENTILATE QUICKLY, WITH WINDOWS FULLY OPEN

- LENGTHY VENTILATION MAKES THE HEATING/AC INEFFECTIVE

USE SHADES TO BLOCK DIRECT SUNLIGHT

- ON HOT DAYS, SHADES PREVENT OVERHEATING, AND THE AC WILL NOT TURN ON

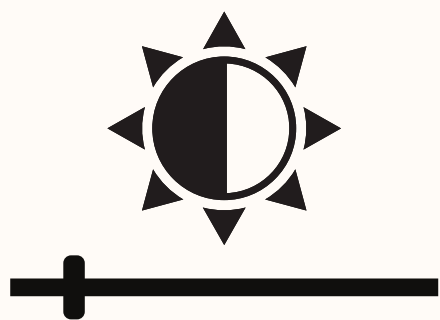


RECYCLE ALL WASTE

- LIMIT THE USE OF THE GENERAL WASTE BIN IN THE ROOM
- RECYCLING BINS ARE AVAILABLE IN CORRIDORS
- COMPOST BIN IS AVAILABLE BETWEEN BUILDINGS B AND C

USE A DESK LAMP INSTEAD OF CEILING LIGHTS

- A DESK LAMP IS ENOUGH FOR MOST STANDARD OFFICE WORK, AND ITS POWER CONSUMPTION IS SIGNIFICANTLY LOWER THAN CEILING LIGHTS
- SWITCH OFF LIGHTS BEFORE LEAVING



DIM YOUR MONITOR

- A DARKER MONITOR CONSUMES LESS POWER, AND PREVENTS EYE FATIGUE

USE YOUR PC ONLY WHEN NEEDED

- DO NOT SWITCH ON YOUR PC AUTOMATICALLY - THINK ABOUT WHETHER YOU NEED IT FIRST
- PUT YOUR PC TO SLEEP WHEN LEAVING FOR TEACHING OR LUNCH
- ALWAYS SWITCH YOUR PC OFF BEFORE GOING HOME

