# Green Impact Universities

## Lighting and Equipment Responsibility Plan – Herdman Building, 20th March 2012

### Personal Workstations/Offices

All staff should take personal responsibility to ensure that all PCs, monitors, printers, scanners, lights, heaters/fans, etc in their office and personal workspace are switched off (**NOT** on standby – this consumes energy!) at the end of every day.

Additionally, chargers should not be left plugged in to a live socket.

### Teaching Areas

**It is the responsibility of the class leader** to ensure that all lights and monitors are switched off and that windows are closed if heating / air con is on.

**Pitcher and Bathurst Labs**: Please ensure that all master switches at the ends of benches are switched off and that radiators are switched off when you leave.

### Communal Areas

Lights in communal areas not used for access (**including the conference room, photocopy room, Boswell lab, toilets**, etc) should be switched **OFF** by **whoever last leaves the room**. If you see an area lit unnecessarily, please correct.

Overheating (above 21°C) and under-heating which cannot be put right by the individual should be reported to the FM response desk (43000)

The projector in the conference room should be switched off at the wall when not in use and the radiators should be switched off when you leave.

### Research Labs

Leave all fume cupboard hoods closed when not in use

It is the responsibility of the last person to leave a lab at night to ensure that all lights, monitors, printers and appropriate equipment are switched off.

Green Impact Universities

student switch off

GOING GREENER TRANSITION UNIS

n u s
national union of students