

## Lighting and Equipment Responsibility Plan Nicholson Building 22<sup>nd</sup> February 2011

### 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.

**Nicholson Laboratory and Seminar Room** – please ensure all heaters are switched off at the end of class.

### Communal Areas

Lights in the 3<sup>rd</sup> floor staff room and tea caddy room on ground floor should be switched **OFF** by **whoever last leaves the room**. If you see an area lit unnecessarily, please correct.

Last one to leave 3<sup>rd</sup> floor Nicholson to turn off the communal photocopier & shredder and check that the air conditioning units (on wall next to the photocopier) are switched off.

Turn off/down corridor radiators when leaving the building.

Overheating and under-heating which cannot be put right by the individual should be reported to the FM response desk (42277)

### 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 equipment that can be switched off is turned off and radiators turned to a low setting or off.