
Going Green Checklist

- Are computer systems, photocopiers, faxes and telephones the most energy efficient models available?
- Are all the energy efficiency modes of the office equipment enabled?
- Does any one have the responsibility for checking that lights and equipment are switched off at the end of the day?
- Do we use energy efficient light bulbs?
- Is the building well insulated?
- Are the boilers modern and efficient?
- Is the heating timer set to switch off over night?
- Does our external lighting switch on only as the sun sets?
- Do we have a comprehensive paper and card recycling scheme?
- Do we have water saving washroom systems?