

Unison International Women's Day Event:
Taunton
3 March 2007



Cutting your Carbo(n)s at the Office

Heating

Keep windows/doors shut when heating/AC on
Turn thermostats down
Ensure radiators aren't obstructed

Office equipment

Switch computers, printers, photocopiers and monitors off at night—don't
leave on standby
Buy office equipment with a good Energy Star rating

Transport

Cut back on unnecessary business flights—video conference instead
Take public transport to work or cycle/walk

Lighting

Switch off lights if room not in use/daylight sufficient
Change to energy saving lightbulbs
Use blinds to direct sunlight upwards

"The Little Stuff"

Use proper mugs and plates instead of polystyrene cups/paper plates
Print on both sides of paper
Introduce office recycling
Upgrade tea kettles/fridges to energy efficient models

Sources: Carbon Trust, Energy Saving Trust