



for travel, e.g. video-conferencing, as well as the impact of travel e.g. by promoting on-campus cycling and walking infrastructure to encourage lower carbon commutes.

### **Improved Control of Space Temperatures**

We will improve the central control of heating, cooling, ventilation and lighting in line with the revised Heating and Cooling Policy, which specifies appropriate operating hours and temperatures in our buildings. This will provide a more comfortable environment for staff and students.

### **Low Carbon Computing**

We have implemented a number of innovative / modern solutions to reduce the carbon footprint of the University. All projects listed below have differing environmental benefits such as:

#### *VDI – Citrix Virtual Desktop Infrastructure*

The typical advantages of this virtual desktop solution can be linked to the replacement of

**Low Carbon Energy**  
We obtain all of our

Providing a structure for all our activity is our Environmental Management System (EMS), which is currently under review. This framework allows us to track performance against the targets set out in our Sustainability Strategy. The University's EMS will contribute towards obtaining ISO 14001 accreditation, which we will seek in 2021/22.

## **How You Can Help - Energy Saving Actions**

### **Lighting**

Don't leave lights on in unoccupied areas.

Last one out at the end of the day? Switch off the lights!

Last one out of a meeting room? Switch off the lights!

Switch off lights that are not needed in offices, corridors, meeting rooms, toilets and kitchen areas (to name a few!)

Don't switch on all lights when only a few are needed

Use local desk lights if only a few people are in the building

Always make maximum use of daylight. Natural daylight is nicer to work in and carbon and cost free. If you get uncomfortable glare on your computer screen, consider rearranging your desk top (where possible) before closing blinds and turning on the lights.

Reduce decorative lighting wherever possible

Report faulty lighting promptly. A flickering tube uses more electricity as well as being very distracting.

Assign a responsible person to turn off lights in communal areas including shared offices, corridors and kitchens. Ask colleagues to establish who is often last in and see if they can make it part of their routine.

Label switches. Label multiple banks of light switches. Rather than turning on all office lights, you can turn on just the ones you need (and take responsibility for turning them off when they are no longer needed).

### **Computers**

Your workplace PC is set to automatically go into sleep mode after a period of inactivity or at the end of the day. A standard PC uses around 100 watts of energy when switched on, but only a few watts when in sleep mode. This saves almost 70% of the electricity used in a typical working week compared to leaving it on all the time. Turn off your monitor at the end of the day and when away from your desk. A standard monitor uses around 40 watts of energy when switched on, about two in standby, and nothing when turned off. Your screen will automatically switch onto standby mode after 20 minutes of inactivity. By switching your monitor off at the end of each day, you could save over 16% of its energy consumption.

If you also turn off your monitor for an hour a day (over lunch or while at a meeting), this saving would increase to 18%.

### **Printers and Photocopiers**

Switch off equipment at the end of the day. A single photocopier on standby through the weekend and nights uses around £63 of electricity and creates emissions of 270Kg of carbon dioxide a year.

If you know you are the last one out, please switch off printers and photocopiers. Talk to colleagues and assign responsibilities for turning off shared equipment.

Only print or copy when necessary. Unnecessary printing wastes paper, ink and energy. Think before you print.

Print double sided wherever possible.

## **Heating and Cooling**

Optimum office temperature is typically 19°C to 21°C and the legal minimum temperature for offices is 16°C.

Comfort cooling should not be set to come on below 25°C.

1°C reduction in room temperature can save 6 to 8% on heating costs and CO2 emissions.

Air conditioned buildings use about twice as much energy as naturally ventilated ones – even small 'comfort cooling' systems are energy intensive to run.

Close doors and windows when heating and air conditioning is on. Report any doors and windows that do not seal correctly when closed.

Dress appropriately for the weather conditions. As we all feel cold to different degrees, a great way to maximise personal comfort is to wear the most appropriate clothing for you. Rooms vary in temperature across campus, so it's advisable to wear layers.

Do not tamper with local heating controls. If the temperature is too hot or too cold contact the Facilities Team.

Do not use portable electric heaters. Electric heaters are not only expensive to run but are also responsible for greater CO2 emissions. If your work area's too cold (typically lower than 19°C) report this to the Facilities Team.

Ensure that heating and cooling systems are not running at the same time.