



Lighting and Equipment Responsibility Plan

Daily shutdown responsibilities:

Location	Equipment	Action	Responsibility	Frequency
Individual offices and meeting room	Office lights	Turn off	Room user	When the last person leaves the room for more than five minutes & at the end of the day. When there is sufficient natural light
	Computer	Turn off	Computer user	When away from computer for more than one hour & at the end of the day
	Computer monitors	Turn off	Monitor user	When away from computer for more than five minutes & at the end of the day
	Windows	Close	Room user	When heating on and at the end of the day
	Blinds	Close	Room user	If sun is heating the room & at the end of the day
	Radiators	Turn down	Room user	When room temperature reaches 21 °C & at the end of the day
	Photocopiers, scanners and printers	Turn off	Last person to leave the office	At the end of the day
	Phone chargers	Turn off	Charger user	After use

	Fans	Switch off and take back to meeting room for storage	Room user	When not needed
	Heaters	Switch off and take back to meeting room for storage (and mark on the booking form at L:\ER_Share\general\THE OFFICE\Green Impact\Green Impact 2011_12\Criteria Topics\Heating)	Room user	When not needed
Corridors	Interior lights	No action – leave on due to health and safety	N/A	N/A
Brand Story Room	Interior lights	Turn off	Last person to leave the department	At the end of the day (only light one side of the room during the day)
Photocopier room	Photocopier & printer	Turn off	Last person to leave the office	At the end of the day
Upstairs ladies bathroom	Interior lights	Turn off	Room user & last person to leave the office	After each use & at the end of the day
Kitchen	Microwave, kettle, toaster	Turn off	Last person to leave the office	At the end of the day
VCO Rotunda waiting area	Interior lights	Turn off	Last person to leave the office	At the end of the day
VCO kitchen	Interior lights	Turn off	Last person to leave the office	At the end of the day