

# Finished for the day?

## Have you:

### ✓ Shut down your computer?

Don't leave your PC running overnight, even if it is slow to start in the morning. If your PC starts up slowly, call IT on 2808.

### ✓ Switched off all plugs at the wall?

Appliances can consume power, even if they're turned off. Save this electricity by switching off at the plug.

### ✓ Shut the window?

Shut in the warmth and be more secure by closing windows at the end of the day, whether you're on the ground floor or not.

### ✓ Closed the door?

### ✓ Turned off all lights?

Lights can consume a surprisingly large amount of energy. Please turn them off when you're not using them and when you leave. If you have a problem with your lights or light switch, call the Estates helpdesk, or file a ticket via the intranet.