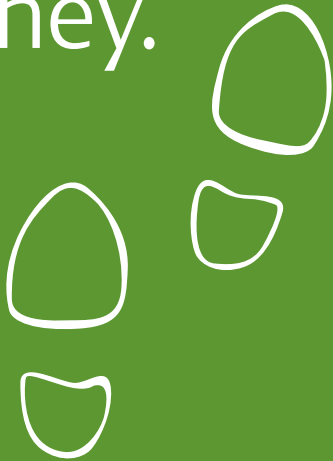


# Simple steps to saving money.



Switch off all PCs at the end of every day and weekends	✓
Turn off your copiers and printers when not in use	✓
By switching off lights in empty rooms you could reduce your bill by 15%	✓
Keep windows and skylights clear and get the most from natural daylight	✓
Set your thermostat to 19°C - costs rise by 8% for every 1°C increase	✓
Keep windows closed in cold weather - if staff are too warm turn the heating down instead	✓
Don't heat unused space or places where heavy physical work is done and reduce heating during holidays and weekends	✓
Keep furniture clear of radiators - it increases their efficiency	✓
Leaving the building? Time for lights out!	✓