



Checklist for offices, meeting rooms, kitchens, and basement rooms

<p>Office</p> <ul style="list-style-type: none">• Put computers and monitors on sleep mode when you leave your seat.• Turn off the lights when you leave your workspace• Use a socket with a switch for your office workspace. Turn it off when you go home• Air out briefly and remember to close the windows again• Thermostats on 2.5	
<p>Meeting rooms/lunchrooms</p> <ul style="list-style-type: none">• Agree on who is responsible for shutting down the room after use. Is it the meeting organizer, the last person to leave the room, or someone else?• Turn off the lights and screens before leaving the room• Air out briefly and remember to close the windows again• Thermostats on 2.5	

<p>Kitchen</p> <ul style="list-style-type: none">• Turn off the filter coffee machines and water heaters when not in use (use on/off timers)• Fully automatic coffee machines can be set to eco-mode (ask service technician)• Consider how many fully automatic coffee machines are necessary• Consider whether a water cooler is necessary• Fully load the dishwasher and wash on eco-program• Turn off the lights before leaving the kitchen• Air out briefly and remember to close the windows again• Use all the space in the refrigerators. Can you do without one?	
<p>Basement room</p> <ul style="list-style-type: none">• Check if you have freezers, refrigerators, equipment, machines etc. that are turned on without being used.• Check if you have point suction, fume cupboards etc. that aren't used• Remember to turn off the lights before leaving the basement room	



Electric radiators

- These should not be used. Contact CAS for pickup.

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