

THE BIG HOLIDAY SWITCH OFF

BEFORE YOU LEAVE FOR THE HOLIDAYS, REMEMBER TO SWITCH OFF:

1. PCs and monitors
2. Shared equipment – check printer rooms and kitchens
3. Any unessential equipment/ plugs
4. Lights in your work area
5. Lights in shared areas (where safe): check meeting rooms and toilets.



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WAYS**

ANY QUESTIONS?



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