



Save energy
Recycle more
Less flying
Sustainable local food



Green Impact

The London School of
Economics and Political Science

Lighting and equipment responsibility plan

Equipment	Location	Action	Responsibility	Frequency
Lights	Toilets and kitchens	switch off when not in use	Whoever the last person is to leave the room	Only when needed
Lights	Offices	Switch off when away for more than 5 mins and at the end of each day	Whoever is the last one to leave the room	Daily
Photocopier	Downstairs of Cowdray House	switch off at end of day	n/a as shared with another dept	
Computers	Offices	switch off at end of day	Individuals in offices	At end of working day for the individual
Computer monitors	Offices	switch off when out of use for more than 5 minutes	Individuals in offices	Whenever the individual will be away from the computer for 5 minutes or longer
Computer	COW 4.11 post room	Switch off after each use	Most recent user of PC	After each use
Computer monitor	COW 4.11 post room	Switch off after each use	Most recent user	After each use
Fridge	Cowdray House 4 th floor	Defrost	Green Impact team members	Whenever there is an ice build-up of more than 1 inch
Printers – locally connected printers ONLY (not connected to network)	Individual offices	Switching off	Individual	Whenever not in use, and at the end of each day

