



Mon 19/12/2016 16:27

Econ.Green

Green Newsletter MT 2016

To  Econ.Staff;  Econ.Visitors;  Econ.AllPhD;  Programme\_allmres@econ.lse.ac.uk

Dear all,

Many wishes for a Merry Christmas and a Happy New Year from the new **Departmental Green Team** (Laura, Emma, Gary and Kalliopi).

We will soon be introducing our **new motto**, as we are not Beginners anymore, and our **upcoming activities**: from Adopt-a-plant (again!) to a Christmas free-cycle and more.

Stay tuned - more information will be available from January!

However, before we go away for the holidays, here are a few things to do when leaving the office!



#### Checklist

Ensure windows are closed. The heating will be off over the Christmas closure, please do everything possible to keep the heat in.

Electronics. Ensure your personal PC is switched off and the monitor too.

Shared Equipment. If you are one of the last ones to leave the office, **please switch off any 'shared' equipment (printers and copiers, water dispensers, microwave, fans)**.

Any problems (for example leaky taps, stuck windows): report to the Estates help desk (0207-831-8713)

