

MEDIA@LSE

Department of Media and Communications



Waste

- Always print and photocopy double-sided.
- Use reusable cups and cutlery instead of disposable ones.
- Use reusable cups (like the LSE Smart Mug) when purchasing tea/coffee outside of the department.
- Make sure to reuse whenever possible and when necessary, recycle waste into the correct bins.
- Bring your junk mail to Michael, so we can let the respective companies know that you wish to receive it in electronic form or stop receiving it altogether.
- Collect used postage stamps for donation to charity.

Energy

- Help us save energy! These 5 quick actions can already make a big difference:
 1. close windows when the heater is on
 2. switch off lights
 3. switch off monitors when leaving your desk for more than 5 minutes
 4. switch off computers when going home
 5. don't use radiators – when you tend to get cold, put on warmer clothing and layers rather than heating your office to more than 21°C.

Travel

- Take public transport instead of a car or taxi! Did you know that LSE has an interest-free loan scheme for travel passes?
- Be active! Walk or participate in LSE's cycle scheme.
- If you have external visitors, advise them on how they can get to meetings, lectures, seminars or conferences via public transport, walking or cycling.

move ► green

