



Green Impact energy saving tips

The Green Impact Team have some energy saving tips, which are as follows:

1. Switch off lights and computer monitor when leaving room for longer than 5 minutes
2. Do not overheat your office—keep it down to 20 degrees Celsius maximum
3. Do not use portable heaters or fans unless absolutely necessary
4. Use stairs instead of lifts
5. Get re-usable SMART mug in LSE outlets
6. Cut down on printing- and double sided where possible.
7. Can you re-use any of the paper you are throwing out for scrap?
8. Be proactive about recycling by contributing to our bins for old batteries, used stamps, unwanted CDs & DVDs
9. Use your car less; cycle or walk instead (Take trains instead of coaches/planes to domestic destinations)
10. Remember to switch off lights in communal areas if nobody else is in the room: Webb room, photocopy room, kitchen, toilets and research lab

Our 5 most negative environmental impacts as a department:

1. **Printing** – can you cut down on the amount you print? Have you considered printing double sided and two pages per sheet where possible?
2. **Leaving lights on when you are not in office**- please remember to turn lights off if you are leaving the office for more than 5 minutes.
3. **Switching off at the end of the day**- please ensure that computers, monitors, lights are switched off at the end of the day.
If you can control the heating in your office, please remember to turn it off before you leave.
4. **Waste** – how much can you reuse or recycle instead of disposing of?
5. **Long haul travel for meetings** – Is it possible for you to use video conferencing instead? If so, contact John Wilkes to use the dedicated Skype interview / meeting room.

Do you have any further suggestions? If so, please email them to socpol.greenimpact@lse.ac.uk