



## Lights Out London Top 10 Tips

10 simple ways **your business** can make a difference everyday

**1). a load of scrap:** Make a pile in the office of all those old letters, print outs and envelopes and make rough notes the back of them instead of on new paper or notepads.

**2). shut it down:** Make sure everyone in the office shuts down their computer when they leave. The same goes for photocopiers, printers etc.

**3). switch on:** Ensure your office uses energy efficient bulbs – as well as lasting up to 15 times longer than standard bulbs, they save loads of energy, cut your electricity bill and cost as little as £3 each.

**4). double rubbish:** Every office should have at least one recycling bin. A paper bin is the minimum, but there's no excuse not to recycle plastics too.

**5). water cooler moment:** Ever thought about the amount of plastic cups that get thrown away in your office every day? Use mugs or glasses instead!

**6). phone a friend:** So many business trips could be avoided simply by taking advantage of modern technology. Where possible use conference calls instead of travelling to meetings.

**7). recycle equipment:** That old computer, printer, office chair or filing cabinet could be put to good use. Donate them to local schools or get in touch with the council to find out about furniture recycling schemes.

**8). play fair:** Little positive changes can make a big difference to your office environment so make sure your tea room or canteen uses fairly traded tea and coffee.

**9). community spirit:** Use community volunteering opportunities for cost effective staff training and development.

**10). lights out every night:** Ever noticed how many offices feel the need to keep their lights on every night? Make sure yours isn't one of them.