

TO DO LIST: ELECTRICAL EQUIPMENT

Task	Actions	Associated Cost	Complete
Switch off standby	<ul style="list-style-type: none"> - Make people aware how wasteful leaving electrical equipment is - Ensure equipment is switched off when not in use 	N/A	
Activate your energy saving features	<ul style="list-style-type: none"> - Ensure energy saving features are enabled on all office equipment 	N/A	
Install 7-day timers on items of electrical equipment	<ul style="list-style-type: none"> - 24/7 timers should be installed 	£	
Set up laundry equipment for optimal energy consumption	<ul style="list-style-type: none"> - Consult equipment instructions for optimal settings 	N/A	

NOTES: