

"TH Wildau Energy Etiquette"

# TH WILDAU ENERGY ETIQUETTE

## GUIDELINES FOR ENERGY USE IN THE WORKPLACE

Status: 1 October 2023

# **TH Wildau Energy Etiquette**

## **Guidelines for energy use in the workplace**

Status: 01 September 2022

The topic of energy is an important aspect for the sustainable development of the university, which is now coming into focus due to the energy crisis. Since, in addition to energy efficiency, the way in which individual users handle energy consumption also has a major influence, the following rules of conduct are binding for the TH Wildau.

### **Thermal energy**

- A target room temperature of 21 °C applies for offices and teaching rooms.
- ATTENTION! To prevent damage to the system, the radiators must remain in operation permanently and the thermostats must not be switched off completely (setting "0").
- Heaters must not be obstructed by furniture so that the warm air can distribute well in the room.
- Heaters in corridors or hallways are set to the highest level and must remain at this level.
- Electric mobile heaters are prohibited.
- If blinds or shutters are present, they should be closed, especially at night, to provide additional thermal protection.

### **Ventilation**

To maintain a healthy indoor climate, regular ventilation is essential.

- In winter, ventilate 2-3 times a day for 5-10 minutes with the window fully open. The heating remains unchanged at the highest level.
- Close permanently tilted windows in rooms.
- Close open doors.
- Close open windows in unused rooms.

### **Cooling energy**

At TH Wildau, rooms are only cooled if this is necessary from a technical point of view. In other rooms, temperatures can rise in summer, making work more difficult. For this reason, we offer several air-conditioned rooms for mobile work and cooling during these times.

- Mobile air conditioning units are prohibited at TH Wildau.

## Electrical energy

Unused electronic devices that are not switched off completely but only put into standby mode account for approx. 8 % of electricity consumption and cause approx. 1 % of CO<sub>2</sub> emissions worldwide. Therefore, it is our goal to minimise this practice at TH Wildau.

- When leaving the workplace for more than 30 minutes, switch off electrical appliances (e.g. computers and monitors) completely.
- At the end of the day, switch off electronic devices and lights completely (no standby mode) and disconnect the mains plug.
- Unplug electrical appliances that are not currently in use.
- Non-service-procured refrigerators may not be operated.

To save further energy, the following applies:

- Switch off the electric lighting when there is sufficient daylight.
- Electronic devices and external batteries (e.g. mobile phones, laptops, e-bike batteries) may only be charged if they are used for work/study.

We assume that all members of the university will adhere to these guidelines and that possible violations will be addressed openly and constructively in the spirit of trusting and respectful cooperation. In this way, we are making a joint contribution to saving energy and reducing our CO<sub>2</sub> emissions for a future fit for future generations.