

Energy etiquette checklist

Status: 1 October 2023

Heat

- ☐ Are the radiators obstructed by furniture?
If so, change the furniture.
- ☐ Are there any additional electrical heating devices?
If so, remove them, as they are prohibited.
- ☐ Are there blinds or shutters?
If so, close them, especially at night, as they provide additional protection against the cold.
- ☐ Office unoccupied the next day?
If yes, the settings of the heating remain unchanged at the highest level, as the regulation is done centrally.

Ventilation

- ☐ Are windows in the room permanently tilted?
If so, close the windows.
- ☐ Are there any doors open in the room?
If yes, close doors.
- ☐ Are windows open in unused rooms?
If so, close the window.

Electronics

- ☐ Is the workplace left for more than 30 minutes?
If so, switch off electrical appliances (e.g. computers and monitors) completely.
- ☐ Lighting necessary?
If no, then switch off.
- ☐ Closing time?
If so, switch off the appliances and lights completely and pull out the mains plug.
- ☐ Charge electronic devices and batteries (such as mobile phones, e-bike batteries) in the office?
Only permitted if they are used professionally.