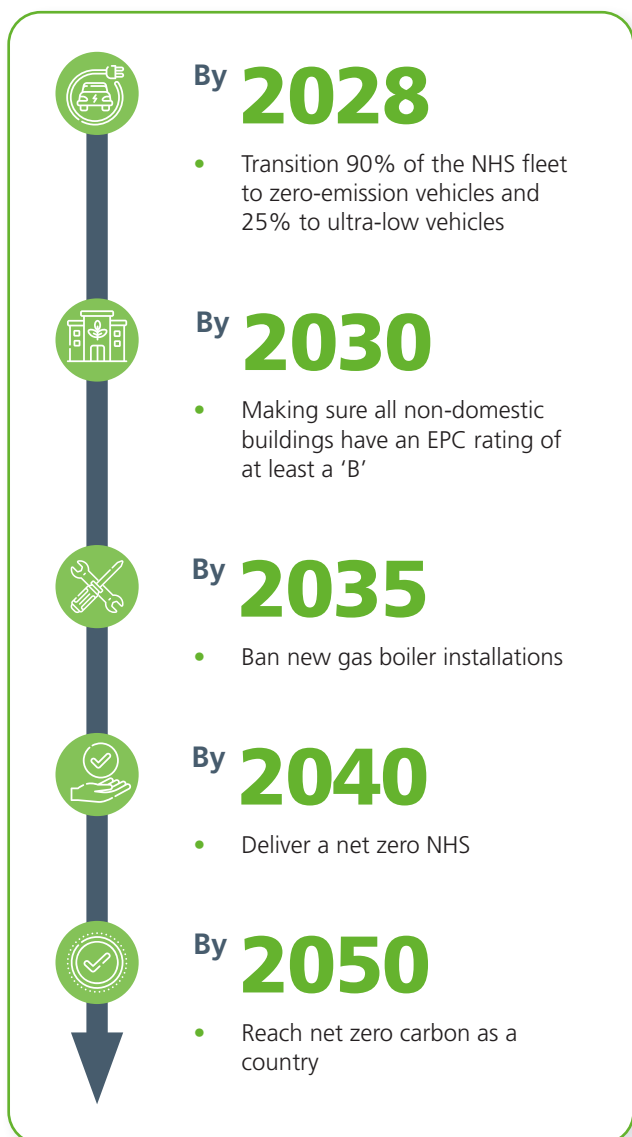


Top tips to reduce the environmental impact of your building

The UK Government and NHS have committed to:



We're taking proactive steps to reach these goals and do our bit for the planet. You can read more about the steps we're taking in our [Green Plan](#).

But we need your help.

By working together, we can reduce waste, carbon emissions and operating costs for the NHS.

Save energy

- As summer or winter approaches, check your heating and lighting controls. The settings should reflect the opening hours of your site. Reach out to your Facilities Coordinator if you think the time settings are wrong.
- Turn off lights, computer monitors and printers when you leave the building.
- Keep doors and windows closed when heating or cooling is on to avoid waste.
- Cut unnecessary energy consumption and report issues such as:
 - Overheating/overcooling of a space on a consistent basis
 - Broken or badly controlled heating and cooling equipment
 - Broken or poorly fitting windows
 - Dripping taps
 - Heating equipment and pipework that isn't insulated
- Nominate a person to complete a 'closedown checklist' every night.
- Remove any temporary or plug-in heaters. These can affect the efficiency of your heating controls. If you feel your building is too cold, talk to your Facilities Coordinator
- Unplug unused phone and laptop chargers.
- Don't plug electric vehicles into 3-pin sockets in your building. It's dangerous and means that everyone in the building is paying for that persons' fuel.
- Reduce your electricity usage between 4pm - 7pm when it's more expensive.
- Contact your Facilities Coordinator to get a smart meter installed. This will give you more control over your bills as you'll see how much energy you're using.

Call our Customer Service Centre on **0808 196 2045** for urgent FM issues. You can log any non-urgent issues through connect.property.nhs.uk.

Reduce waste



- Make sure you're putting the right things in the right bins. You can find waste bin labels and posters on our [website](#).
- Create awareness around the difference recycling makes. For example, you could show this [video](#) to your colleagues.
- If your site doesn't have recycling, talk to your Facilities Coordinator.

Reduce single-use plastic



- Instead of getting plastic cutlery for your meals, use the cutlery from your workplace or bring your own.
- Use a reusable water bottle and coffee cup rather than buying a new disposable one each time.
- Have a reusable bag available so that you can say 'no' to plastic carrier bags.

Save water



- Turn off taps when you're not actively using them, for example, while washing your hands, brushing your teeth or making a cup of tea.
- Flushing the toilet – use the short flush when you can.
- Report leaks, dripping taps or low water efficiency equipment that could be upgraded, such as toilets with old, large cisterns (these can use between 10-13l of water in each flush, with modern cisterns using between 3-6l with each flush) or urinals with no automatic flush control.
- Check if you're not overwatering your landscaping. When watering, it's best to do it before the sun is at its peak. If you think this needs looking into, talk to your Facilities Coordinator.

Become more fuel efficient



- When deciding on how to get from A to B, consider these options:
 - Can I walk or ride a bike?
 - Can I use public transport such as a train, bus or tube?
 - If I need to use a vehicle, can I share the journey with a colleague?
- If you'd like electric car charging points, speak to your Facilities Coordinator so that your site can be reviewed as part of our long term strategy.
- Use virtual meeting tools if you can. If just 5% of business travel was replaced with this, the NHS could save £13 million each year.

Protect the environment



- An environmental incident happens when a harmful substance, such as oil or gas, is released into the environment. You should report these incidents to the Customer Service Centre as soon as possible.
- If you're dealing with a spill, always remember to:
 - Check the type of substance
 - Stop the source (if safe to do so)
 - Turn off ignition sources (e.g. hot surfaces, electricity, flames)
 - Call our Customer Service Centre
 - Wear PPE
 - Protect drains
 - Control the spread of the spill
 - Clean up and dispose of waste
 - Restock your spill kits
- Seen something that hasn't affected but could harm the environment? Contact your Facilities Coordinator.

If you need to report any Facilities Management issues:



Call **0808 196 2045** for urgent issues



Log any non-urgent issues through [Connect](#)

