



Lighting and Equipment Responsibility Plan

Updated: May 2010

Planning Services				
Location	Equipment	Action	Responsibility	Frequency
Room 110	Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Computer	Put on standby	Computer user	When away from computer for more than 1 hour.
	Computer	Switch off	Computer user	At end of the day
	Computer monitor	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.
	Radiator	Control temperature*	Room user	As needed.
	Windows	Close	Room user	When heating is on
	Blinds	Open/Close	Room user	When natural light/heat required
Room 111/2/3	Lights	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Computers	Put on standby	Computer user	When away from computer for more than 1 hour.
	Computers	Switch off	Computer user	At end of the day
	Computer monitors	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.
	Radiator	Control temperature*	Room user	As needed.
	Windows	Close	Room user	When heating is on
	Blinds	Open/Close	Room user	When natural light/heat required
Executive Suite				
Vice-Chancellor's Office (Room 106)	Desk Lamp	Switch off	Lamp user	When not needed due to natural light, or desk unoccupied for more than 5 minutes, and at end of day.
	Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Computer	Put on standby	Computer user	When away from computer for more than 1 hour.
	Computer	Switch off	Computer user	At end of the day
	Computer Monitor	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.
	Printer	Switch off	Last person to leave	At the end of the day.
	Windows	Close	Room user	When heating is on
	Blinds	Open/Close	Room user	When natural light/heat required
PA to Vice-Chancellor's Office (Room 105)	Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Computer	Put on standby	Computer user	When away from computer for more than 1 hour.
	Computer	Switch off	Computer user	At end of the day
	Computer Monitor	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.
	Printer	Switch off	Last person to leave	At the end of the day.
	Windows	Close	Room user	When heating is on
	Blinds	Open/Close	Room user	When natural light/heat required
Reception area	Windows	Close	Last person to leave	When heating is on
	Lights	Switch off	Last person to leave	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Coffee Machine	Switch off	Last person to leave	At the end of the day.
Corridor/ Toilet	Lights	Switch off	Last person to leave	At the end of the day.
	Windows	Close	Last person to leave	When heating is on
	Blinds	Open/Close	Last person to leave	When natural light/heat required
	Kettle/Toaster	Switch off	Last person to leave	At the end of the day.
JW/JH/JL office (Room 107)	Desk Lamps	Switch off	Lamp user	When not needed due to natural light, or desk unoccupied for more than 5 minutes, and at end of day.
	Lights	Switch off	Last person to leave	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Computers	Put on standby	Computer user	When away from computer for more than 1 hour.
	Computers	Switch off	Computer user	At end of the day
	Computer Monitors	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.
	Printers	Switch off	Last person to leave	At the end of the day.
	Windows	Close	Room user	When heating is on
	Blinds	Open/Close	Room user	When natural light/heat required
Registrar & Deputy Chief Executive's Office (Room 104)	Lights	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Computer	Put on standby	Computer user	When away from computer for more than 1 hour.
	Computer	Switch off	Computer user	At end of the day
	Computer Monitor	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.
	Windows	Close	Room user	When heating is on
	Blinds	Open/Close	Room user	When natural light/heat required

PA to Registrar & Deputy Chief Executive's Office (Room 103)	Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.	
	Computer	Put on standby	Computer user	When away from computer for more than 1 hour.	
	Computer	Switch off	Computer user	At end of the day	
	Computer Monitor	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.	
	Printer	Switch off	Last person to leave	At the end of the day.	
	Windows	Close	Room user	When heating is on	
	Blinds	Open/Close	Room user	When natural light/heat required	
	DVC Office (Room 102)	Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
Computer		Put on standby	Computer user	When away from computer for more than 1 hour.	
Computer		Switch off	Computer user	At end of the day	
Computer Monitor		Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.	
Printer		Switch off	Last person to leave	At the end of the day.	
Windows		Close	Room user	When heating is on	
Blinds		Open/Close	Room user	When natural light/heat required	
DVC Office (Room 101)		Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Computer	Put on standby	Computer user	When away from computer for more than 1 hour.	
	Computer	Switch off	Computer user	At end of the day	
	Computer Monitor	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.	
	Printer	Switch off	Last person to leave	At the end of the day.	
	Windows	Close	Room user	When heating is on	
	Blinds	Open/Close	Room user	When natural light/heat required	
	DVC Office (Room 108)	Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
Computer		Put on standby	Computer user	When away from computer for more than 1 hour.	
Computer		Switch off	Computer user	At end of the day	
Computer Monitor		Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.	
Printer		Switch off	Last person to leave	At the end of the day.	
Windows		Close	Room user	When heating is on	
Blinds		Open/Close	Room user	When natural light/heat required	
DVC Office (Room 109)		Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Computer	Put on standby	Computer user	When away from computer for more than 1 hour.	
	Computer	Switch off	Computer user	At end of the day	
	Computer Monitor	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.	
	Printer	Switch off	Last person to leave	At the end of the day.	
	Windows	Close	Room user	When heating is on	
	Blinds	Open/Close	Room user	When natural light/heat required	
	Room 100A	Desk Lamp	Switch off	Lamp user	After use, and at end of day.
Lights		Switch off	Room user	After use, and at end of day.	
Computers/Computer Monitors		Switch off	Computer user	After use	
Printer		Switch off	Printer user	After use	
Windows		Close	Room user	When heating is on	
Blinds		Open/Close	Room user	When natural light/heat required	
PAs to DVCs office (Room 100)		Light	Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
		Computers	Put on standby	Computer user	When away from computer for more than 1 hour.
	Computers	Switch off	Computer user	At end of the day	
	Computer Monitors	Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.	
	Printers	Switch off	Last person to leave	At the end of the day.	
	Windows	Close	Room user	When heating is on	
	Blinds	Open/Close	Room user	When natural light/heat required	
	Room 100B	Desk Lamps	Switch off	Lamp user	When not needed due to natural light, or desk unoccupied for more than 5 minutes, and at end of day.
Light		Switch off	Room user	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.	
Computers		Put on standby	Computer user	When away from computer for more than 1 hour.	
Computers		Switch off	Computer user	At end of the day	
Computer Monitors		Switch off	Monitor user	When away from computer for more than 5 minutes and at the end of the day.	
Windows		Close	Room user	When heating is on	
Blinds		Open/Close	Room user	When natural light/heat required	
Photocopier area		Light	Switch off	Last person to leave	When not needed due to natural light, or room unoccupied for more than 5 minutes, and at end of day.
	Photocopier	Automatically goes to stand-by mode			