



## Environmental Policy



3A Archway Mews  
Putney Bridge Road  
Putney, London SW15 2PE  
Tel: 020 8874 6111  
Fax: 020 8874 7222  
Email: [info@pjlocums.co.uk](mailto:info@pjlocums.co.uk)  
[www.pjlocums.co.uk](http://www.pjlocums.co.uk)

# ENVIRONMENTAL POLICY

- **Recycling**

We are committed to minimising the environmental effect of running our business.

Paperwork is kept to the minimum i.e. as much as possible is done electronically. All paper is recycled our staff are aware of our recycling policy on paper and other goods.

Conduct business with integrity and dedicated observance of environmental laws and regulations

All incoming packaging / boxes are re-used / recycled. All ink cartridges are recycled.

- **Switch off lights in empty rooms**

Turn off lights in empty rooms and corridors - especially at the end of the day. This can save up to 15% of your energy bill.

- **Keep windows closed in cold weather**

If staff are too warm, turn the heating down instead.

- **Use just the light you need**

Lights too bright in corridors? Remove or switch off alternate fittings.

- **Use daylight**

It's free - so keep windows and skylights clean and clear.

- **Clean light fittings annually**

Dirt reduces lighting efficiency, encouraging people to switch more lights on.

- **Too hot?**

Set the thermostat at 19° - costs rise by 8% for every 1° increase.

- **Don't heat unused space**

Storerooms, corridors and areas where there's heavy physical work can be set to lower temperatures. Reduce heating during holidays and weekends.

- **Thermostats**

Check that thermostats are sited out of draughts and away from either cold or hot spots.

- **Keep radiators clear**

Don't block radiators with furniture -it reduces efficiency and output.

- **Consult your colleagues**

Ask your colleagues where they think energy is being wasted, and for their ideas about saving energy.

- **Recycle spent ink cartridges**

We are provided with envelopes use these and return spent ink cartridges to the Tommy Campaign

- **'If you can't measure it, you can't manage it'.**

Check regularly on your consumption of electricity, gas and oil, and check that your bills relate to what you actually use, rather than an estimate.