



TF Data Science

Lighting and equipment management plan

3rd April 2025

Personal workstations and office (B/F002)

Type of equipment	All staff responsible for own (tick if applicable)	<i>OR</i> Duty assigned to (staff name)	Checked by (Initials, check randomly)
Personal computers/laptops	✓		
Monitors (If leaving desk for 5 minutes or more)	✓		
Chargers	✓		
Lights	✓		
Kettle		Sandy	
Coffee grinder		Sandy	
Projector		Sandy	
Heating/cooling		Sandy	

Communal kitchen area (opposite office, B/F001A)

Type of equipment	All staff responsible for own (tick if applicable)	<i>OR</i> duty assigned to (staff name)	Checked by (Initials, check randomly)
Kettle	✓		
Microwave	✓		
Toaster	✓		
Lights	✓		

Meeting room (Alastair's office)

Type of equipment	All staff responsible for own (tick if applicable)	<i>OR</i> Duty assigned to (staff Name)	Checked by (Initials, check randomly)
Computers		Alastair	
Monitors (If leaving desk for 5 minutes or more)		Alastair	
Lights		Alastair	
Heating/cooling		Alastair	