

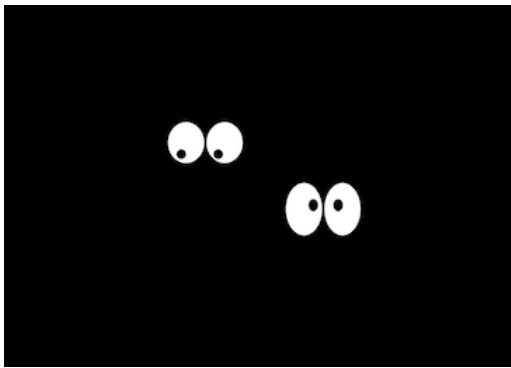
Leaving the office?

1. Are the **windows closed**?

If the windows are not closing correctly,
call **Michael Rößlein, Referatsleiter**
Referat 6.4: Sanitär-, Heizungs- und Klimatechnik
Telefon: 0931/31-84001
Room T001, BT B1, Biocenter



2. Are the **lights off**?



3. Is the **heating off**?



Old paper and office material

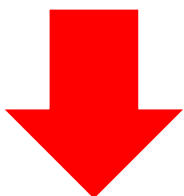
In the **copy room**, we have boxes
for collecting:

✓ **Draft/ *Schmier* paper**

Put one side printed paper or
take it for notes, etc.

✓ **Office supplies**

Old pens, pencils, rulers, etc.



They are marked
with a big arrow

Speaking of heating:

20°C should be enough

Open the windows **wide**, but for
short periods. It's better than
leaving a crack open for long.

Think when printing:

- ✓ Do you **really need** it printed?
If so, consider:
- ✓ Printing it in **black and white**
- ✓ **Using both sides** of the paper
- ✓ Printing **2 pages per side**
- ✓ **Saving ink mode**
- ✓ Use **recycling paper**
(printer C076)