



**Worcester Students' Union
Lighting and Equipment Responsibility Procedure**

1. Purpose

Some of the most energy efficient organisations are those that have formally assigned responsibility to specific individuals to ensure that lighting and equipment is not left on unnecessarily.

2. Scope & History

These procedures cover all staff employed by WSU. These procedures replace any previous procedures, which will be withdrawn from 3rd December 2008.

3. Procedure Outline – General Arrangements

The Union will have an up-to-date written lighting and equipment responsibility plan covering all the main facilities within the Union and the plan is embedded within the roles of operational staff.

4: Lighting and Equipment Responsibility Plan

All staff and elected officers have a responsibility to switch off lights and unused equipment when leaving an area. However during normal operations the following responsibilities should be observed.

SU1, 2, 3

Responsibility of Kate Gynn (Student Advisor) or Laura Clinton (Marketing Co-ordinator) who ever is last to leave the building on an evening.

Lights to be switched off via panel located in SU1.

Extraction fans in SU1 to be switched off via panel located in SU1.

All localised equipment to be switched off at plug sockets.

SU7 & SU7A

Responsibility of Lin Wilson (Shop Manager) delegated to casual staff and incorporated in the department's end of shift procedures.

Lights to be switched off via panel located in SU7.

All equipment except chillers holding perishable goods to be switched off at plug sockets.

SU 6D

Responsibility of Andrew Hemming (President), John Clark (VP Student Groups), Dave Antell (VP Education and Welfare) who ever is last to leave the building on an evening.

Lights to be switched off via panel located in SU6.
All localised equipment to be switched off at plug sockets.

SU 6C

Responsibility of Brian Hooper (Finance Manager).

Lights to be switched off via panel located in SU6.
All localised equipment to be switched off at plug sockets.

SU 6B

Responsibility of Richard Evans (General Manager).

Lights to be switched off via panel located in SU6.
All localised equipment to be switched off at plug sockets.

SU 6A

Responsibility of Membership Services Manager.

Lights to be switched off via panel located in SU6.
All localised equipment to be switched off at plug sockets.

SU 6

Responsibility of Janet Sprague (Students' Union Administrator)

Lights to be switched off via panel located in SU6.
All localised equipment to be switched off at plug sockets.
Including photocopier.

If staff still working in offices, lights left on and responsibility passes to last person in the offices. This includes checking and switching off photocopier, printer and fax.

SU 5

Responsibility of Matt Hammett (Sports and Societies Development Co-ordinator).

Lights to be switched off via switch located in SU5.
All localised equipment to be switched off at plug sockets.

Sports Board area adjacent to SU5

Responsibility of Matt Hammett (Sports and Societies Development Co-ordinator).

Lights to be switched off via switch located in Sports Board Area.
All localised equipment to be switched off at plug sockets.

SU 4

Responsibility of Dominic Wurmli (Berrys Manager).

Lights to be switched off via panel located in SU1.
All equipment except chillers or freezers holding perishable goods to be switched off at plug sockets.

Cleaning Cupboard

Responsibility of Richard Birt (Cleaning Supervisor) delegated to Assistant Cleaning Supervisors during days off.

Lights to be switched off via panel located in Cleaning Cupboard.

Lounge, Corridor, Toilets.

Responsibility of Phil Roberts (Bars Manager) delegated to duty manager/supervisor and casual staff. Incorporated in the department's end of shift procedures.

Lights to be switched off via panel located in SU1.

All localised equipment to be switched off at plug sockets.

Lobby

Responsibility of Phil Roberts (Bars Manager) delegated to duty manager/supervisor and casual staff. Incorporated in the department's end of shift procedures.

Lights to be switched off via panel located in Lobby.

All localised equipment to be switched off.

Dancefloor 8, Stage, DJ Over, Main Bar Area 9, Games Bar Area, Bar Servery 9A, SU 10, Glass Wash 9B, Cellar 9D, Bottle Store 9c, Furniture Store.

Responsibility of Phil Roberts (Bars Manager) delegated to duty manager/supervisor and casual staff. Incorporated in the department's end of shift procedures.

Lights to be switched off via panel located in Glass Wash 9B.

All equipment to be switched off. Except chillers/freezers holding perishable goods, servers or electrical equipment which needs to remain on.

Lounge, Corridor, Toilets, Lobby, Main Bar Area 9, Dance Floor 8, Games Bar Area 1.1, Sports Board Area.

Responsibility of Richard Birt (Cleaning Supervisor) delegated to duty supervisors. Incorporated in the department's beginning of shift procedures.

Lights to be switched on via panel located in Main Bar Area 9 for Bar Area 9, Dance Floor 8, Games Bar Area 1.1.

Lights to be switched on via switch in Sports Boards Area for Sports Board Area.

Lights to be switched on via panel located in SU1 for Lounge, Corridor, Toilets.

Procedure Produced: Dec 2008

Procedure Produced By: General Manager

Procedure Approved By: