
	<div>ENVIRONMENTAL MANAGEMENT SYSTEM</div> <div>INSTRUCTION</div>		Code:
			I-ENE-01
<div>Title:</div> <div>RESPONSIBLE ENERGY MANAGEMENT</div>			
Version nr : 01	Revision nr°: 00	Revision date: 01/02/2025	Page: 1 / 5


RESPONSIBLE ENERGY MANAGEMENT



	<div>ENVIRONMENTAL MANAGEMENT SYSTEM INSTRUCTION</div>		Code:
			I-ENE-01
<div>Title:</div> <div>RESPONSIBLE ENERGY MANAGEMENT</div>			
Version nr : 01	Revision nr°: 00	Revision date: 01/02/2025	Page: 2 / 5

INDEX

1.	<i>REVISION INDEX</i>	3
2.	<i>INTRODUCTION.....</i>	3
3.	<i>PURPOSE AND SCOPE.....</i>	3
4.	<i>RESPONSABILITIES.....</i>	3
5.	<i>GOOD ENERGY SAVING PRACTICES FOR USERS.....</i>	4
5.1	Lighting	4
5.2	Computers	4
5.3	Printers and Photocopiers	4
5.4	Electrical Appliances and Devices.....	4
5.5	Windows and Doors.....	5
5.6	Heating and Cooling.....	5
5.7	Use of Elevators	5

	ENVIRONMENTAL MANAGEMENT SYSTEM INSTRUCTION		Code:
			I-ENE-01
Title: RESPONSIBLE ENERGY MANAGEMENT			
Version nr : 01	Revision nr°: 00	Revision date: 01/02/2025	Page: 3 / 5

1. REVISION INDEX

Version	Revision	Date	Modification list	Modified paragraphs
01	00	01/02/2025	First issue	

2. INTRODUCTION

Energy consumption and the environmental impact resulting from the daily activities of the Institute, including the use of offices, common areas, and technological devices, represent a significant portion of the resources used for the Institute's operations. Reducing energy consumption and adopting more sustainable practices is essential to decrease the Institute's overall ecological footprint and promote a culture of environmental responsibility. Efficient management of daily resources, including lighting, heating, equipment use, and user behavior, is crucial to achieving these goals.

3. PURPOSE AND SCOPE


The purpose of this instruction is to promote energy savings within the Institute by raising awareness and guiding the entire EUI community towards a more conscious use of daily resources. The goal is to reduce energy consumption in all daily activities, from office operations to the use of equipment and common systems, ensuring responsible resource management.

This instruction applies to all members of the Institute who use common facilities and equipment, and it covers daily practices to optimize energy consumption in workspaces, technological devices, heating, ventilation, and other systems.

4. RESPONSABILITIES

It is the responsibility of every member of the EUI community to adopt virtuous behaviors that contribute to reducing energy consumption, following the guidelines of this instruction to encourage responsible resource use.

This includes daily practices such as turning off lights when they are not needed, optimizing the use of equipment, monitoring the energy consumption of devices, and properly managing heating and cooling systems. Additionally, every member is called upon to raise awareness among colleagues and collaborators regarding the importance of reducing energy waste, promoting a culture of sustainability, and actively participating in collective efforts to minimize the Institute's overall environmental impact.

	<div>ENVIRONMENTAL MANAGEMENT SYSTEM INSTRUCTION</div>		Code:
			I-ENE-01
<div>Title:</div> <div>RESPONSIBLE ENERGY MANAGEMENT</div>			
Version nr : 01	Revision nr°: 00	Revision date: 01/02/2025	Page: 4 / 5

5. GOOD ENERGY SAVING PRACTICES FOR USERS

To reduce energy consumption and its environmental impact, users are encouraged to follow the good practices outlined below, divided into key action categories.

5.1 Lighting

- **Turn off unused lights:** lighting represents a significant portion of energy consumption (up to 10% of total energy use). Avoiding waste and turning off lights in any room when they are not necessary has a considerable impact!
- **Utilize natural light:** during the day, take advantage of sunlight as much as possible and use desk lamps instead of turning on the general lighting.
- **Be proactive:** if you notice lights left on unnecessarily in common areas, turn them off.

5.2 Computers


- **Turn off devices when not in use:** if you have a laptop, iMac, or MacBook, make sure to turn it off when you leave the office or set it to an energy-saving mode like "Sleep," "Suspend," or "Hibernation."
- **Set energy-saving modes on devices:** ensure your computer is set to energy-saving mode so that after a period of inactivity, the screen will turn off (EUI Windows computers turn off after 15 minutes of inactivity, but remember to turn off the device completely if not working remotely).
- **Avoid screensavers:** screensavers use unnecessary energy. Set the computer to enter energy-saving mode instead of using a screensaver.

5.3 Printers and Photocopiers

- **Print double-sided and use recycled paper:** reducing paper and ink consumption not only helps save energy but also contributes to reducing environmental impact.
- **Use double-sided copying mode:** this not only reduces paper usage but also lowers energy consumption, as the photocopier takes less time to copy two pages simultaneously.

5.4 Electrical Appliances and Devices

- **Turn off coffee makers, kettles, and similar appliances:** these devices consume a lot of energy. Turn them off when not in use to avoid waste.
- **Avoid using electric heaters:** avoid using electric heaters in the office. These devices are energy-intensive, so it is better to optimize centralized heating management or use appropriate clothing to maintain comfort.

	<div>ENVIRONMENTAL MANAGEMENT SYSTEM INSTRUCTION</div>		Code:
			I-ENE-01
Title: <div>RESPONSIBLE ENERGY MANAGEMENT</div>			
Version nr : 01	Revision nr°: 00	Revision date: 01/02/2025	Page: 5 / 5

5.5 Windows and Doors

- **Optimize the use of windows and curtains:** in winter, open the curtains when the sun is out to take advantage of natural light, while in summer, close them to prevent heat from entering the room.
- **Close doors and windows when not needed:** avoid leaving doors and windows open to prevent heat loss that can increase energy consumption.

5.6 Heating and Cooling

- **Report malfunctions:** if the office is too hot or too cold, report the issue to maintenance staff to prevent energy waste.

5.7 Use of Elevators

- **Limit elevator use:** avoid using the elevator unless absolutely necessary. This reduces not only energy consumption but also the overall environmental impact of the Institute.

Responsible energy management is a key objective in ensuring the improvement of the Institute's environmental performance.

By adopting simple daily practices, all members of the Institute can contribute to reducing energy consumption and optimizing resource use, doing their part to protect the environment.

Remember, every small action counts!