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In many offices the lights burn long after the workers have left the building. It might make for a pretty skyline but, combined with all those machines left on standby, it can double your energy bill. Lighting accounts for more than 20 per cent of greenhouse emissions from commercial buildings. The Australian Greenhouse Office estimates that figure could be reduced by as much as 70 per cent through simple measures. By eliminating inefficient and unnecessary lighting you will also reduce heat, reducing the cost of airconditioning. Ask your building manager to turn lights off at night or to install movement-activated sensors. Take the initiative by placing reminders near light switches in the area you work. And if you're the last one out, flick the switch.

Photo: Corbis Australia