

# PROCEDURE FOR ENERGY USE IN EMPTY EVENT ROOMS

## Purpose

To reduce the environmental footprint and energy costs of the Foundation Tallinn Creative Hub through the efficient energy management of unoccupied rooms.

## 1. REDUCING ENERGY CONSUMPTION IN EVENT ROOMS EMPTY FOR 1–2 NIGHTS/DAYS

When event or office rooms are unoccupied for up to two nights/days or more:

- Heating/cooling is set to energy-saving mode (minimum 16 °C in winter, maximum cooling to 26 °C in summer).
- Lighting is turned off, except for safety/emergency lighting.
- Electrical devices (e.g., TVs, projectors, chargers, AV equipment, etc.) are turned off completely (not left in standby mode).
- Ventilation is switched to reduced operation mode.

## 2. RESPONSIBILITY AND SUPERVISION

- Compliance with this procedure is coordinated by the building maintenance manager in cooperation with the technical manager.
- An energy use inspection is carried out once a month.

## 3. COMMUNICATION AND AWARENESS

- Staff are informed about the procedure via the intranet and team meetings.
- Staff of the Foundation Tallinn Creative Hub are regularly trained in energy-saving practices.

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