



ASEAN Institute for Health Development, Mahidol University Announcement

Title: Energy Conservation Measures

ASEAN Institute for Health Development (AIHD), Mahidol University has agreed to specify energy conservation measures as the guideline for saving energy within AIHD and conform with the energy conservation policy of Mahidol University. Hence, to achieve this goal and proceed in the same direction, AIHD would like to request collaboration from staff and students to follow the measures as the information provided below and cancel the ASEAN Institute for Health Development, Mahidol University Announcement titled "Measures for saving energy/ public utility" announced on 8 August 2023.

1. Electricity saving

Air conditioner: set the temperature at 25°C or adjust it appropriately and set the time to turn on and off as the information below;

1. Office hours to turn on and off air conditioner;

Morning time: Turn on at 08.30 AM, Turn off at 11.30 AM

Afternoon time: Turn on at 01.00 PM, Turn off at 04.00 PM

2. The air conditioner in the meeting room should be turned on 15 – 30 minutes before the meeting starts and turned off immediately after the meeting concludes. If there are any changes to the timing, please inform the staff in advance.

3. Classroom/ Common room, and Training building should have the air conditioner turned on 15 – 30 minutes before any program starts and turned off immediately after the program finishes.

4. Please note that the common room at ASEAN dormitory will be open from 9.00 AM – 9.00 PM. If students wish to use the common room for thesis writing after 9.00 PM, they are required to seek permission from the staff member responsible for that day.

5. Do not open the windows instantly after turning off the air conditioner.

6. Turn off the air conditioner whenever no one is in the room.

Computer/ Printer/ Photocopier

1. Turn off the computer screen when not in use for more than 15 minutes.

2. Turn off the Computer/ Printer/ Photocopier and unplug these devices after use.

Other electronic devices

1. Unplug the electronic devices after office hours and on public holidays.
2. Use electronic devices when necessary only.
3. Turn off the light and fan after use.

2. Water saving strategy

1. Turn off faucets tightly after each use and check to ensure the water is not left running.
2. Do not throw paper and sanitary pads in the toilet.
3. Do not wash private vehicles on government premises.
4. If a leak is found in the toilet or taps, please inform the Physical and Maintenance Unit.

3. Reduce paper usage

1. Recheck the document before printing.
2. For the meeting, kindly ask the collaborator to send the documents in electronic form.
3. Please utilize both sides of a paper to produce copies of 2 pages.

4. Fuel saving strategy

1. Request car service at least 3 days in advance to manage the route when traveling together.
2. Review the route before travelling and choose the appropriate vehicle based on the distance and number of passengers.
3. Maintain and check the vehicle that is ready to use.
4. If there is a need to go to departments within the university, please make use of the university's public transportation service.

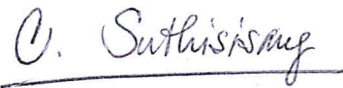
5. Others

1. To contact departments within the university, please use intra-phone line and use the phone for official matters only.
2. Use office supplies and equipment economically and cost effectively.

3. In case of working on holidays or after regular working hours, please strictly follow the energy conservation measures of AIHD.

This announcement shall come into force as of now.

Announced on 29 September 2023

A handwritten signature in blue ink, reading "Ch. Suthisang", with a horizontal line underneath.

(Assoc. Prof. Dr. Chuthamanee Suthisang)

Vice President of Mahidol University

Acting for Director of ASEAN Institute for Health Development