



**ASEAN Institute for Health Development, Mahidol University Announcement**  
**Title: Energy Conservation / Utilities Measures 2024 (BE 2567)**

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ASEAN Institute for Health Development (AIHD), Mahidol University is committed to establishing specific energy conservation measures as guidelines for saving energy within AIHD, aligning with the energy conservation policy of Mahidol University. Hence, to achieve this goal and promote this initiative, AIHD would like to request collaboration from staff and students to follow the measures outlined below. Consequently, the ASEAN Institute for Health Development, Mahidol University announcement titled “Measures for saving energy/ public utility” announced on 2 August 2024 is canceled.

1. Electricity saving measures
  1. Set the temperature of the inverter air conditioner to 26 - 27°C using remote control.
  2. For an air conditioner without a thermostat to set temperature, adjust the temperature to low mode.
  3. Staff are allowed to bring electric fans certified with Voluntary Certification Mark and Thai Industrial Standard no. 934-2558 for use at the AIHD office
  4. Office hours for turning on and off the air conditioner;
    - 4.1 AIHD office should have the air conditioner turned on from 8.00 AM to 4.30 PM.
    - 4.2 The air conditioner of the meeting room should be turned on 15 – 30 minutes before the meeting starts. If there are less than 5 participants in the room, the air conditioner should be turned off. If users would like to change the time of the meeting, they need to inform the staff responsible for allocating the rooms in advance.
    - 4.3 The air conditioner of the classroom should be turned on 15 – 30 minutes before the class starts. If there are less than 5 students in the room, the air conditioner should be turned off.
    - 4.4 The common room at ASEAN House Dormitory will be open from 9.00 AM – 9.00 PM. In case, students need to prepare for their thesis after 9.00 PM, they are required to seek permission from the staff member on duty for that day.
5. Computer/ Printer/ Photocopier
  - 5.1 Turn off the computer screen if it is not in use for more than 15 minutes.
  - 5.2 Turn off the computer/ printer/ photocopier and unplug these devices after use.
6. Other electronic devices
  - 6.1 Unplug the electronic devices after office hours and on public holidays.
  - 6.2 Use electronic devices when necessary only.
  - 6.3 Turn off the lights and fan after use.

2. Water saving measures
  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 measures
  1. Recheck the document before printing.
  2. For the meeting, kindly request 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 measures
  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 to ensure that it is ready for use including tasks such as cleaning, checking the tire pressure, and verifying the fuel level.
  4. Use alternative transportation whenever available, such as bicycles, walking, trams, public transportation, and university service vehicles.
5. Others
  1. To contact other departments within the university, please use the intra-phone line and limit the use of 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.
  4. Do not use disposable food packaging such as foam boxes, plastic boxes, and plastic bags.
  5. Follow AIHD's waste separation measures strictly.

This announcement shall come into force as of now.

Announced on 16 December 2024



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