

UCCCfS Traffic Light Stickers Information Sheet

Introduction

The UCCCfS Traffic Light Stickers are designed to be displayed around the campus on electrical equipment to indicate what can be switched off and when as part of the institution's commitment to the *Universities and Colleges Climate Commitment for Scotland*.

The stickers are available in two sizes, large (8 x 2.5cm) for displaying on light switches, computers, photocopiers, and other pieces of electrical equipment that have space available, and small (3.5 x 3.5cm) for attaching to plugs, and small pieces of equipment.

The stickers are available in three colours, according to when the electrical item should be switched off, following a traffic light sequence.



Electrical equipment can be identified using the *UCCCfS Electrical Equipment Checklists*. The stickers are ready to print, and instructions are given below for printing and advice on how to display the stickers.

Printing instructions

Sheets of stickers are available within the *UCCCfS Campaign Toolkit* ready to provide to your printer. A separate sheet is ready for each of the 6 stickers – and in two versions for each of these (one with guiding guides, and one without). You will need to provide both versions to your printer for each type of sticker you want printed – so that the printer has guidance on how to cut the stickers out correctly.

Please advise your printer to ensure the 'cutting guide only' and the 'print only file' line up.

It is recommended that stickers are printed on Oracal 651 Intermediate Cal. Your printer may suggest an alternative brand. The stickers will need to be colourfast to ensure durability through wear.

Advice on displaying stickers

Stickers can be displayed at the same time as *UCCCfS Electrical Equipment Room Guides* are completed ready for display around the campus. The two resources are designed to complement each other, although can also be used separately.

The *UCCCfS Electrical Equipment Checklists* can be used for an initial review of the electrical equipment in your institution, to ensure that relevant authorisation is agreed to switching off equipment prior to applying the *UCCCfS Traffic Light Stickers* to equipment and the *UCCCfS Electrical Equipment Room Guide* to each room. Whilst gathering details of equipment in each room / area, and gaining authorisation to switch off equipment, the number of stickers required can be added up, ensuring the correct number are ordered for printing.

Ensure you have the go-ahead from the Head of Estates or Facilities to sticker around the campus (Marketing may also like to be informed, as this relates to the presentation of the campus).

Please note the following:

- stickers should not be used on metal light switch plates, as they can damage the finish of the metal;
- be aware that stickers do not cover up or obscure any reference codes or numbers used by electricians to identify the switch;
- care should be taken not to cover or obscure PAT (portable appliance testing) stickers on plugs and other electrical equipment.