



Business Supplies

# TLC TALK

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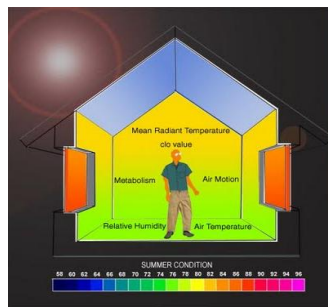
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JULY  
2010

## 'Office Environment' Issue

### HOW COMFORTABLE IS YOUR OFFICE?

'Thermal comfort' is defined as the state of mind that expresses satisfaction with the surrounding environment. 'Thermal comfort' is affected by heat conduction, convection, radiation, and evaporative heat loss. Comfort is maintained when the heat generated by human metabolism is allowed to dissipate - and it has been long recognised that the sensation of feeling hot or cold is not just dependent



on air temperature alone. Although the HSE give directions to Companies with regard to minimum temperatures, it is now not enough JUST to have the correct temperature in the Office. Air Conditioning, Fans, Humidifiers or De-Humidifiers all play their part in the perfect Office. Thermal discomfort has been known to lead to 'Sick Building Syndrome' symptoms. A study found that higher indoor temperatures, even within the recommended range, increased workers symptoms. These symptoms



increased much more with raised indoor temperatures in the winter rather than in the summer, due to the larger difference created between indoor and outdoor temperatures. Heaters, cooling fans and de-humidifiers can all be found in our main catalogue—have a look and get YOUR office 'comfortable' today!

### LIGHT UP THE DARK

A well lit office is an efficient office. Are there areas in your office where shadows lurk and reading is difficult? If so, we can help! Pages 795—799 of our main catalogue show desk lamps, LED lamps, angle lamps, magnifying lamps, task lamps, ultraviolet lamps, up-lighters and much, much more. Have a look and call us now for the best prices!



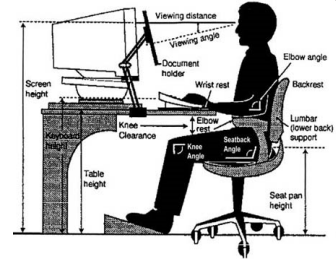
### BEAT THIS

The MD of our company offered £50 for the best money-saving idea submitted by any of our employees. First prize went to Sales Manager, Jo, who suggested the award be cut from £50 to £10.

### COMPUTER USE

To ensure your 'office environment' is comfortable, here are some tips when working at your computer:

1. Eyes level with screen
2. Elbows at 90°
3. Hips higher than knees
4. Feet flat on floor (or footrest)



5. Screen straight in front
  6. Screen 90°+ to window (to stop glare)
  7. Use a wrist support
  8. Take regular breaks
- If you follow all these tips, you will feel better!

### DON'T FORGET YOUR PLANTS!

You go to lunch each day so please don't forget to feed and water your office plants, especially during the summer months. Make arrangements, when you are on holiday, for a colleague to look after them for you. They, in turn, WILL thank you by lifting your morale and cheering you up at work!



### AND FINALLY...

My advice to you is to follow my example and have a messy desk! Top management can get away with a clean desk. For the rest of us, it looks like you're not working hard enough!



tlc for your office