



*Please write N/A if this action is 'not applicable' to your office, or there is a clear barrier to completing this action. State a reason for these responses on the reverse side of this form.

**Note that some of these actions apply to, and require a whole-of-group response. Other actions apply to specific functions of a department.

Energy

- We have checked to see that our office temperature is comfortable (e.g. between 18-21 degrees celsius), and if it isn't, we have contacted Facilities Management to request a check.
- We do not leave windows open if air conditioning is on.
- We turn down heaters if we need to open a window.
- We dress according to the conditions.

Reduce, Reuse, Recycle

- We have a designated area for sharing office supplies that can be reused (file folders, paper clips etc).
- Reusable bags are available for staff to use when buying their lunch or supplies on campus, instead of using plastic bags.
- When we need to dispose of office furniture and equipment, we contact the Warehouse to see if it can be salvaged and reused elsewhere.

Paper

- We have reviewed the publications we receive and have contacted suppliers to receive fewer copies.

- Any publications produced by our office use recycled content paper, or we check whether Forest Stewardship Council(FSC) paper is available for use.

Events and Meetings

- We try to use reusable cups and plates, and if this is not possible we only use compostable cups and plates. If we do this, we ensure that the cups and plates are composted. We contact the Sustainability Office to organise for this to happen.

Green Purchasing

- In our kitchen we use environmentally preferable dishwashing liquid (e.g. Enviro Mark or Environmental Choice Certification).
- Investigate if other office paper items such post-it notes or notebooks are made out of recycled paper.
- Before we purchase office furniture (such as filing cabinets, desks, etc) we check with the Warehouse to see if we have any surplus stocks.

Transport

- Members of our office are aware of the UC Rideshare scheme. (See www.letsrpool.govt.nz/)

Participation

- We have solicited feedback from office members about green building features we have or could have in our office, e.g. lighting retrofits, dual flush toilets, aerators on sinks, and have shared this feedback with Facilities Management.
- We schedule a 'sustainability moment' discussion into regular staff meetings, similar to a 'health and safety moment'.
- At least one member of our office attends the UC Eco-Office Network gatherings.

