



Energy

**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.*

- We shut off our monitors and/or manually set our computers to energy saving modes (standby or hibernate) when not in use and turn them off at night.
- As backup, we enabled Sustainability Office power management settings on our computers. If changing these settings requires administrative rights, we've contacted our IT group for assistance.
- All lights are turned off when not in use during the day and night, including in common areas such as kitchens, conference rooms, storage cupboards and bathrooms. We have posted prompts on light switches, where applicable. (Email the Sustainability Office for stickers.)
- The whole department or group has read the 'Energy' section of the UC Eco-Office Guide.

Water

- We have checked to see if there are any leaking taps and, if we have found any, have reported them to Facilities Management.
- We don't leave the tap running when washing dishes.
- If we have a dishwasher, we use it only when full, and we do this instead of washing individual dishes under the tap.
- The whole department or group has

read the 'Water' section of the UC Eco-Office Guide.

Reduce, Reuse, Recycle

- We have checked there are bin stacks in all common areas.
- In our office, the UC Recycling poster is clearly posted near the bin stacks.
- We spent several minutes reviewing proper recycling practices at a recent staff meeting to ensure that all members of our office are aware of the rules and have their questions answered.
- The whole department or group has read the 'Reduce, Reuse, Recycle' section of the UC Eco-Office Guide

Paper

- We print or copy to both sides of a page wherever possible.
- We circulate one copy of memos or reports instead of sending a copy to everyone individually.
- We collect paper that has been printed on one side only and reuse it as scrap paper, or have it bound into notebooks.
- All staff have paper recycling bins by their desks.
- If we publish a newsletter, we offer an electronic version that readers can select instead of a paper version.
- We use Forest Stewardship Council certified copy paper.
- The whole department or group has read the 'Paper' section of the UC Eco-Office Guide.

Events and Meetings

- We ensure we have a proper recycling and rubbish system in place at events.

Green Purchasing

- Our office purchases fair trade teas and coffees.
- We have investigated purchasing environmentally preferred supplies offered by OfficeMax.
- The whole department or group has read the 'Buying Green' section of the UC Eco-Office Guide.

Transport

- Members of our office feel there are adequate bike facilities (stands, showers) for staff near our buildings. If not, we contacted Facilities Management to see if this could be improved.
- At an all-of-staff meeting we identified and discussed a range of sustainable transport options available to staff.
- The whole department or group has read the 'Transport' section of the UC Eco-Office Guide.

Participation

- An Eco Office Champion or working group has been nominated
- All members of the group or department are informed about the Eco Office assessment and certification process, have had a chance to discuss it at an all-of-staff departmental meeting, and been invited to contribute to the assessment and certification process.
- We have completed the UC Eco-Office Sustainability Assessment (Download it here: www.sustain.canterbury.ac.nz/ecoffice/).
- Our office receives the Sustainability Newsletter produced by the UC Sustainability Office.
- We have a designated section of an office bulletin board, or have a separate board for posting tips and information about eco-office practices or sustainability events and groups.

