Bringing sustainability to life

A list for your office to complete in preparation for the university closure period 24th December 2010 to 4 January 2011.

Kitchen and Tea Room

Tick off the following when you have switched them off at the power point, eliminating standby energy wastage over the closure period

- Zip Hot Water System
- Refrigerator
  - Refrigerators should be emptied over the closure period. No one wants to return to a malodorous office with a full fridge.
- Microwave Oven
- Coffee Machine
- Water Cooler and Filter
- Toaster and Sandwich Press

Why not take the opportunity to clean out all the unwanted food left in the refrigerator and don’t forget to clean the microwave in preparation for the new year.

Please visit our sustainability website: http://www.uws.edu.au/sustainability
Sustainable Christmas List

Office

Tick off the following when you have switched them off at the power point, eliminating standby energy wastage over the closure period

- Computer Hard drive
- Computer Monitor
- Printers

Building

Tick off the following when you have switched them all off, eliminating energy wastage over the closure period

- Lights including in offices, kitchens, store rooms and teaching space
- Air conditioners

Bins

You should take the opportunity to ensure your bins including your comingled recycling bins are clean and free of residue waste. The new sustainable green office mini-desk bins and kitchen comingles are easily cleaned with a damp cloth.

Water

Ensure all taps are turned off and are not leaking before close of business.

The above initiative should be taken before close of business 24th December 2010. Thank you!

Further information regarding the green office program is available on the Bringing Sustainability to Life website http://www.uws.edu.au/sustainability

If your department would like to adopt the Green Office program please contact Jen Dollin, Sustainability Coordinator j.dollin@uws.edu.au

Please visit our sustainability website: http://www.uws.edu.au/sustainability