





BUSINESSLINK

ENVIRONMENTALLY FRIENDLY OFFICE GUIDELINES

Bathroom sinks	Minimise water use – use plug or turn off water for big washes.
Computers and screens Copiers and shredders	Turn off when not in use. Standby function uses power. Switch off overnight.
Emails	<p>Don't print unless absolutely necessary. Select a paper friendly message from the selection below, or modify to suit, and include in your email signatures.</p> <p>Contact Kelly Stewart* to add your favourite to the selection below if you have another suitable reminder.</p> <p> Please consider our environment before printing this e-mail</p> <p> Save Paper - Do you really need to print this e-mail?</p> <p> Please consider our environment before printing this e-mail. Print double sided whenever possible.</p> <p> CONSIDER OUR ENVIRONMENT AND SAVING OUR TREES. WE ENCOURAGE YOU TO ONLY PRINT THIS EMAIL IF ABSOLUTELY NECESSARY.</p> <p>See bottom of table for another (big) reminder.</p>
Envelopes – large	Recycle as internal envelopes.
Hot water wall units (for coffee, etc.)	Turn off every night and weekends. First person in turns back on in the morning – it only takes minutes to reheat.
Lights	Turn off when out of office for any length of time, including other common areas when not in use, and on weekends, such as toilets, corridors, nearby rooms, etc.
Plastic bags	The Uni Bookshop can use your excess recycled plastic bags.
Printers, copiers	Turn off at the power point when not in use – overnight, holidays, etc.

Printing	<p>Print double sided whenever possible.</p> <p>Use your recycled paper to print non-sensitive emails and draft documents whenever possible.</p> <p>Include a tray of recycled paper in the printer for such occasions; you would simply need to select the correct print tray. Useful for faxes, drafts, emails.</p>
Recycle paper and re-use as note/scribble pads	Collect discarded paper for recycling and make scribble pads (store in the stationery cupboard).
Toner cartridges	Can be recycled . To be sent to Stores (contact x6256) when replacement stock delivered.
Aluminum, plastic, glass, tin	Put a recycle bin in the tea room to dispose of these items – if there is a way to recycle or dispose of properly when full.

* Contact Kelly Stewart on x6032 or email kelly.stewart@cdu.edu.au.



Think before you print!

The average office worker throws away 50 kg of high grade recyclable paper per year.

Do you need to print this e-mail?

Lend a Hand – Help Rescue Our Planet

Environmentally Friendly, Power Reducing Strategies

IN FORCE NOW



Last person standing please turn off the following at the end of day to conserve energy:

- **COPIER / PRINTER**
- **LIGHTS**

Every little bit helps - it all adds up. Trust me...

Help Rescue Our Planet



Environmentally Friendly, Power Reducing Strategies in force **NOW**

**LAST OUT? PLEASE TURN OFF THE HOT WATER
AT NIGHT AND WEEKENDS**

**FIRST PERSON IN NEXT DAY
PLEASE TURN BACK ON**