



**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 use power strips or boxes as central turn-off points in our individual work stations and switch them off each night if they are accessible.
- Microwaves, coffee makers and other small appliances are unplugged at night or are programmed to shut off through a timer.

Reduce, Reuse, Recycle

- We know how to deal with e-waste, batteries, courier bags and polystyrene (see www.sustain.canterbury.ac.nz/waste/index.shtml)
- We reduce paper margins in order to decrease the length of documents we may print.

Events and Meetings

- In our kitchen area we have reusable mugs, dishware and cutlery for staff and visitor use.
- At our events and meetings we reduce waste by using the following in bulk containers: sugar, salt, condiments and beverages (including water).

Green Purchasing

- We use envelopes, post-its and other paper items that have at least 30% recycled content.

Participation

- We include information about our Eco Office certification, Eco Office practices, and the Eco Office section of our noticeboard. in documentation for new staff members.
- If our Department/Unit has a Sustainability Working Group, our office is represented on it.

