

'SAVE YOURSELF' TIPS

These tips have been compiled to help environmental champions inspire Waste Wise behaviour in the workplace and to reduce the impact of day to day business operations on the environment. They aim to provide ideas on getting started, motivating and maintaining enthusiasm, strengthening communications and reducing waste. They have been trialed and tested with success in many businesses and can be instantly applied to make any office worker's life easier.

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Getting Started

The following tips will help you get on the right track to ensure the success and longevity of your Waste Wise initiatives in the workplace. It is important to understand your business culture and develop strategies to compliment it, convince management of the benefits and value of the initiatives and engage staff.

IDEAS AND STRATEGIES
<p>Gaining Support from Management</p>
<p>Be prepared before you go to management to get their support. Do your homework to find where cost savings can be made, put together a summary of the multiple benefits and use the case studies and facts in the Waste Wise Resource Kit as support material.</p>
<p>Get a public commitment from management. This can take the form of an environmental policy or vision. Communicate the commitment to staff and put it on display where staff, external stakeholders and visitors can see it. Sustainability Victoria has examples of an environment policy and letter of commitment at; http://www.ecorecycle.sustainability.vic.gov.au/www/html/760-waste-wise-cities-networks---how-to-join-tips--guides.asp</p> <p>A sample energy policy; http://www.energy-toolbox.vic.gov.au/energy_toolbox/developing_an_energy_management_system/sample_energy_policy.html</p>
<p>Work with management to establish 'aGREENments', where each work area agrees to an environmental initiative such as duplex printing, electronic file storage, environmental targets, or personal recycling boxes. People are more likely to stick to it if they have been involved in writing the agreement and have committed to it in writing.</p>
<p>Engaging Staff</p>
<p>It's essential to involve staff at the beginning. Provide opportunities for staff to contribute their ideas, use their suggestions for improvement, give them responsibility and communicate regularly, especially when there's good news about results.</p>
<p>Identify motivated individuals and develop a 'Waste Wise' or 'Green Team' to champion the initiative. Hold an initial focus group to discuss objectives. Set aside some time each week or month to meet and discuss initiatives, responsibilities, progress and problems.</p>
<p>Use the G-Spot – Good Green Stories case studies in the Waste Wise Resource Kit as an avenue for staff to contribute ideas.</p>
<p>Setting up Waste Wise Management Systems</p>
<p>Keep initiatives simple and achievable.</p>
<p>For an overview, step by step guide, templates and handy hints to deal with waste in the workplace check out Sustainability Victoria's - Waste Wise Toolkit at; http://www.ecorecycle.sustainability.vic.gov.au/www/html/470-waste-wise-office-toolkit.asp?intSiteID=1</p>
<p>For a comprehensive range of policies, tools, templates and communications materials to deal with energy in the workplace check out Sustainability Victoria's - Energy Toolbox at; http://www.energy-toolbox.vic.gov.au/index.html</p>
<p>Make sure any new systems are simple and are communicated to staff. For tips on how to design effective recycling systems jump onto; http://www.ecorecycle.sustainability.vic.gov.au/www/html/383-designing-an-effective-recycling-system.asp?intSiteID=1</p>
<p>Knowing what can be recycled is one of the first steps in implementing a workplace recycling program. For a comprehensive list check out: http://www.ecorecycle.sustainability.vic.gov.au/www/html/382-what-can-be-recycled.asp</p>

Conduct a survey of staff knowledge and attitudes towards Waste Wise practices and other environmental issues in the workplace. This will help to:

- Get an indication of what you're up against.
- Help devise strategies for improvement.
- Ascertain the current level of employee awareness.
- Find out what values motivate Waste Wise behaviour.
- Identify past, existing and potential barriers to energy efficient behaviour.
- Collect past ideas to reduce waste in the workplace.

It is important to carry out pre-implementation and post-implementation surveys as the results can be used as a performance indicator of campaign success.

Make initial enquiries of relevant staff to gain an understanding of the waste stream and its management i.e.:

- Who collects the waste and the recycling?
- Who purchases office equipment and stationary?
- How much did the business spend on energy bills last year?
- How often do the bins get emptied?

Involve staff in the design and implementation of the initiatives. Assign a team leader for each of the three R's. This spreads responsibility and workload. The team leaders can investigate and implement the brainstormed ideas and suggestions for their 'R'.

Get facility staff on your side and involve them in the process i.e. cleaners, maintenance crew, canteen staff etc.

Include cleaners in the design and implementation of your Waste Wise office practices. Cleaners can be asked not to empty individual waste bins as regularly (this saves money while also helping staff to understand how much waste they generate). Cleaners can also be asked not to empty/collect some bins if recyclable or compostable items have been placed in them, while also identifying those who are doing a good job at recycling or minimising waste.

Find yourself a suitable service provider if you don't already have one. Sustainability Victoria has a search engine with a number of contacts for companies that provide industrial recycling services for a wide range of materials. Follow the link below to get there: <http://www.ecorecycle.sustainability.vic.gov.au/www/html/729-recycling-services-in-victoria.asp?intSiteID=1>

Get assistance from your waste contractor. It's important to get the economics and logistics of your recycling and waste disposal systems right and running smoothly. This can make it cheaper for the business and waste contractor to transport waste materials to a recycler rather than to landfill.

Talk to your waste contractor about the immediate services they can provide. For example, some companies are picking up segregated cardboard in 3-cubic-metre bins for recycling for approximately half the cost of a landfill pickup. Your contractor may also be able to provide advice on what materials can be recycled and create workplace recycling systems.

Communications

Whenever changes are made in the workplace, it is important that people understand what is being done and why and are encouraged to have their say about it. Effective communications will also help maintain interest, support and involvement in the new initiatives.

IDEAS AND STRATEGIES
Simplicity is the key to communicating change. Ensure language is simple and clear.
Use the posters, prompts and facts provided in the Waste Wise Resource Kit to assist with communicating Waste Wise messages in the workplace.
If a new procedure or piece of equipment is being introduced, communicate this to staff by writing an email, putting signs on noticeboards or verbally during meetings.
When providing induction and orientation for new staff, make sure to point out your waste management practices i.e. energy conserving features on equipment and recycling stations. Establish 'good' practices and behaviour right from the start!
Keep up-to-date! Keep abreast of the latest environmental practices and advances in your industry and share them with your staff so they feel like pioneers.
Make waste and the environment a permanent agenda item in your monthly staff meetings. This will give staff the opportunity to voice their opinions and give feedback (what is working and what isn't), as well as demonstrating to staff that this issue is important and a vital part of the business operations.
Demonstrate the cost benefits and success associated with your initiatives. This will help maintain the support of management, encourage participation and can be used as a promotional tool to industry, stakeholders and potential clients.
Regularly update information about your company's waste reduction progress on the intranet or other in-company (paperless!) newsletters.
Inform staff when new services are being trialled and offer information and training if required.
Communicate waste reduction targets and make them visible. Regularly post results next to the targets.
Inform staff of waste reduction competitions and rewards.
Create an e-newsletter (or add a regular column to an existing one) to inform staff about new Waste Wise initiatives, processes, environmental and social web links, facts, information and tips.
Share your Waste Wise knowledge and experiences with your peers and industry through avenues such as the Waste Wise Cities Networks.
Develop a staff awareness campaign for the initiative so that staff know where you are headed and why. For guidelines on developing a successful campaign follow the link from Sustainability Victoria's – Energy Toolbox webpage; http://www.energy-toolbox.vic.gov.au/staff_awareness_campaign.html
Educate staff about energy features on your office equipment and how to use it. Place notices, posters and tips in strategic positions to remind staff to switch equipment off or use the power saver mode. Use the promotional materials provided in the Sustainability Victoria – Energy Toolbox as prompts; http://www.energy-toolbox.vic.gov.au/energy_toolbox/developing_an_energy_management_system/reporting_and_communication.html
If your initiatives are to succeed, communication with individuals, groups, the entire department/agency and the public is an essential part of the task. For more tips and information follow Sustainability Victoria's – Energy Toolbox, Reporting and Communications link; http://www.energy-toolbox.vic.gov.au/reporting_and_communication.html



Motivating and Maintaining Enthusiasm

Never underestimate the value of encouraging participation and cooperation by staff and management to be Waste Wise. Ongoing motivation and education are vital for the success of your program. We all like to be recognised for hard work. The more you reward, encourage and motivate, the more people will want to get involved!

IDEAS AND STRATEGIES
Promote, celebrate and reward people's ideas, contributions and successes with certificates, awards (i.e. 'Star Awards') small gifts, vouchers and time off. This encourages people to own the initiative and increases participation.
Use the variety of promotional posters in the Waste Wise Resource Kit as prompts and reminders reinforce the Waste Wise message.
Redirect a percentage of savings resulting from Waste Wise initiatives towards a fund/charity chosen by staff i.e. staff party fund.
We are competitive by nature. Why not use this competitive spirit in the workplace? Pit departments against each other to see who can save the most amount of energy/paper etc. The loser treating the other department to morning tea/lunch.
Assign each department or employee a 'paper budget'. Give a percentage of savings back to workers to encourage them to save more.
Put a chocolate frog on the desk of people who have reduced their waste, or put the right items in the recycling bin.
Meet the 'Rubbish Free Lunch' challenge! Many of our schools have done it, so why not your office too?
Start people thinking in the right way every day! Run the 'E-Tips' program on your office network so that every morning when staff log on they are given an inspirational reminder to be Waste Wise.
Reimburse or subsidise the costs of changing regular practices to environmentally sound practices. For example, staff using public transport, cycling to work or car-pooling.
Create a 'Waste Wise' month or week and organise activities that will spread the Waste Wise message and raise participation levels.
Offset your company's greenhouse impact by participating in a local revegetation program and encourage staff to volunteer on planting or weeding days by providing time off work.
Establish an appropriate corporate partnership with an environmental group. Extend this relationship beyond the 'token' (financial donor) relationship by supporting and encouraging all employees to contribute in practical ways (conducting research, tree planting, involvement in clean-up days and so on).
Invite expert guest speakers along to a sponsored breakfast or lunch to inform as well as maintain staff enthusiasm and build on staff interaction and involvement.
Install 'Smart Meters' in your workplace. These meters track energy/water use over time. (They are usually available from your energy/water supplier.) This helps staff to see the difference being waste conscious can make. These 'smart meters' can then be used for competitions either over time within the office (i.e. compare month to month and 'beat' the lowest consumption figures) or between offices/departments. Goal setting incentives and penalties could be used too, where appropriate.
Use attendance at a sustainability or environmental conference as an incentive for staff participation or suggestions.
Recycle for a cause! Collect your aluminium cans to give to the scouts to cash in, or collect corks to raise money for your local zoo.



General Waste Wise Tips

The following tips provide some ideas on how to encourage staff to adopt Waste Wise practices. Not only will these tips reduce their impact on the environment they may save them time, energy and effort!

GENERAL
Clearly label recycling and waste bins. Consider using colour coding and/or pictures to indicate what each bin's purpose is. This can be extremely important in a workplace where English is not everyone's first language. Sustainability Victoria have a series of images that can be downloaded from: http://www.ecorecycle.sustainability.vic.gov.au/www/html/795-images-for-download.asp
Remove disposable cups from the workplace and provide glasses and mugs for staff instead. You could even personalise them with staff names for fun. (This also avoids problems with responsibility for washing up as everyone keeps track of their own mug!)
Install a function for saving emails directly to a server or database. Make sure everyone knows how and where to save information.
If you can't avoid disposable cups in your office, make staff pay for them to deter people from using them wastefully.
Donate obsolete office furniture, food and other unwanted materials to local charities, schools or second-hand stores.
Make rubbish bins less accessible around the workplace, but increase accessibility to recycling bins.
Collect your old cardboard signs and give them to local schools and childcare centres for use in craft activities.
Place a recycle bin in the kitchen for cans and empty milk bottles. People are used to doing this at home, so it will be easy to make an impact in the kitchen rubbish bin.
Takeaway containers can be very useful in the office. Simply wash them and use them to keep the stationary cupboard tidy, keep receipts in, or even to put lunch in to reduce the use of cling film.
Share newspapers and magazines.
Reduce the number of CDs or discs used around the office by saving data on 'rewritable' CDs or reusable memory sticks that can be used over and over again.
Train people how to burn CDs using multiple sessions on a disk instead of once-only, so you can get much more use out of every CD.
Reduce garbage by buying products that can be refilled (such as some laundry detergents, highlighters and ball point pens).
Up to 20% of office waste is compostable or green waste. Divert this type of waste from going to landfill by creating a compost bin and mulching, setting up a worm farm, or using a 'green waste bin' in the lunchroom. If you can't use the waste onsite, one of your green-thumbed workers might at home!
If your business generates a large volume of organic waste, try contacting a local worm farm or compost handler. (Perhaps you can join together with other businesses and organisations in your building or area.) These companies may collect your organic wastes for free or for a small fee (or you could organise a roster for a staff member to drop them off). This waste is not only diverted from landfill but is used to increase the fertility, health and productivity of Australian soils.
Establish systems for direct faxing from the computer.
Select products that minimise waste. E.g Use soluble rice-chips rather than polystyrene flakes or bubble wrap as filler in packages.
Avoid products and suppliers that market their products with unnecessary disposable packaging.
Ship your own office's materials in reusable/reused packaging.
Use undated, erasable wall calendars.



PAPER

Reduce your paper use by up to 50% in one simple step: use the 'print two pages to a sheet' function on your printer!

Maintain your mailing lists regularly. Is the list up-to-date and still relevant?

Save time, energy and resources by emailing.

Set your office printers and photocopiers to use the double-sided function wherever possible.

Reuse discarded paper for scribble pads, meeting notes and phone messages.

Print directly onto envelopes to save using labels.

Use PowerPoint for presentations and reports instead of printing notes. If people want a copy, email it to them after the meeting.

Use the 'Think before you ink' motto! Reduce wasteful printing by proofreading your documents carefully on screen before printing them.

Reduce your default font size by one point. The difference will be barely noticeable, but over time will save paper and printer toner!

Check your computer's default page settings to make sure it is set for A4 paper (some computers use 'letter' as the default). You can also reduce your page margin settings by 1 or 1.5 centimetres to fit more information on the page and use less paper.

Reduce the volume of paper you use by training yourself and colleagues to send electronic versions of documents rather than hard printed copies. This will save everyone time, energy and resources!

Ask yourself 'Do I really need that hard copy?' If you do, print double sided and print two pages to a page.

Use non-permanent markers on acetate during presentations using an overhead projector so the acetate can be reused.

Reuse manila folders and lever arch folders as much as you can.

Use internal mail envelopes that can be used numerous times.

Place a paper recycling bin at everyone's desk. Train people to only put recyclable paper in it.

Recycle all paper from your shredder.

Implement online submission of timesheets. This will reduce the need to send hard copies to payroll.

Implement an online roster system to avoid regular wasteful paper use.

Implement computer-based filing systems. This will not only save a lot of paper, but also a lot of space in the office!

Email payslips.

Create a box or place for used padded envelopes and encourage reuse.

Create 'Green Books'. Collect paper that has been used on one side only and bind into booklet for reuse.

Reuse paper printed on one side to print draft reports and memos. You could allocate one particular printer or a printer tray as a dedicated recycling printer.

Eliminate unnecessary copies, notes, and memos by posting office announcements in central locations, sharing and circulating documents and setting up central filing systems.

OFFICE EQUIPMENT

Next time you buy hardware, investigate machines with energy saving features.

Use plug-in timers on equipment to avoid it being left on unnecessarily (this will incur an initial investment but this will be recouped by savings on energy bills over the long run). Digital timers are the easiest to use.

Note: It's a good idea to post clear instructions on how to override timers for people who may require equipment out-of-hours.

The sleep mode of many Energy Star products needs to be activated before it is operational. It is also important to make regular checks to ensure that the functions remain operational, or no savings will be achieved. Consult the supplier if you need help.

Purchase one machine that photocopies, faxes, scans and prints to save on maintenance and operating costs.

Use energy saving features on equipment.

Set up your fax number to go direct to a computer file instead of printing faxes on paper.

Set systems up so that everyone can send faxes directly from their computer instead of printing out and putting on the fax machine. Saves paper, toner and time!

Fill the fax paper tray with paper that has already been printed on one side.

Ask IT to set up a tracking system to find out who uses the printers and photocopiers the most and analyse if their use is excessive (different workers have different needs, some heavy users are legitimate.)

Before sending a fax, think about whether you can communicate using email instead. This will save you time, effort and resources.

Computers

Instead of setting your computer to have a screen saver come on after a period of inactivity, set it to shut down the monitor and save energy.

Extend the life of your computer by buying an upgradeable model, or upgrading components – such as your video card or RAM – before replacing the whole system.

Consider buying computers and peripherals from refurbish centres to encourage more computer recycling initiatives.

Photocopiers/Printers

Use the 'energy saver' or 'standby' mode on photocopiers when not in use. (Have IT check it has been setup for optimum energy saving in the context of your business.)

Encourage the use of refilled ink and toner cartridges.

Buy accredited Green Power from your energy supplier to reduce your company's impact on the environment.



LIGHTING

The type of lighting you choose effects the amount of energy used and size of the lighting bill. Investment in more efficient lighting has a relatively quick payback time - usually between one and three years, often sooner. For information on energy efficient lighting follow the links from Sustainability Victoria's – Energy Toolbox below;
http://www.energy-toolbox.vic.gov.au/energy_efficient_lighting.html

If you leave your office for more than five minutes, turn off the lights. It is always cheaper to turn lights off than to leave them on. Don't believe the myth that leaving a light burning will be cheaper in the long run because the bulb will last longer. It might, but what you save in bulb replacement cost will be no match for the costs of the power you are wasting.

Switch to energy efficient lighting – natural daylight or fluorescent tubes. Although initially more expensive than incandescent lamps to install, fluorescent tubes last 10 times longer and are 70% more efficient.

Maximise the use of natural daylight.

Lights that are left on in empty rooms or when daylight is available to do the job are costing money. But getting employees into the habit of turning off lights can be difficult. There's a range of technologies to make the savings automatic and to reduce the dependence on people to switch lights off. These include;

- **Key lock switches** - Switches requiring a key can replace the standard switch in areas rarely in need of lighting during the day. This limits the switch to use only by authorised staff.
- **Time switches** - Time switches control the amount of time that lights are switched on. Push-button or time-delay switches will provide a preset period of light (from 10 seconds to 30 hours) after they are switched on. There are a couple of types available with approximate costs of \$20-80 plus installation costs.
- **Lighting controllers** - Lighting controllers can give you centralised, remote and local control of electrical loads by switching the power on and off. Seven-day, time-of-day scheduling, holiday scheduling and manual override can all be programmed into the system. Approximate cost is \$3000, but this outlay will repay itself in savings over a few years, after which the ongoing savings are very impressive.

Voltage reduction technology - This is equipment wired into the lighting power supply to reduce the voltage applied to all lights. Reduced voltage uses less power. These devices may be worthwhile if you have some areas uniformly overlit, but where taking out fittings (delamping) may seem like closing off future options.

Sensors - Sensors will automatically switch lights on or off by detecting either existing light levels or the movement of people. The approximate cost will vary, but for a room of 100 m2 expect to pay \$150 - 200. Three types of sensors can detect room occupancy:

1. passive infra-red sensing - used for small areas occupied infrequently, useful for security (low sensitivity);
2. ultrasonic sensing - useful for office areas (medium sensitivity);
3. microwave sensing - used for large internal areas or external areas occupied infrequently (high sensitivity).

Note: Occupancy sensors should not be used in areas where unexpected switching off could cause safety problems. Nor should they be considered if rooms used at night would be left totally dark if automatic controls switched off the lights. Minimal lighting should still be available.

HEATING AND COOLING

Use zoning functions on heating and cooling systems. Close off unused rooms if the zoning function is not available.

Use time clocks to control system operation and minimise plant operation.

Reduce the need for air conditioning by installing adequate insulation and shading from direct sunlight. Aside from controlling temperature, insulation also provides added protection against fire and reduces noise levels.

Rather than heating/cooling the entire building, use refrigerative air-conditioning or fans/heaters for small areas when needed.

Discourage the use of personal radiators and fans.

If it's cooler outside, then switch off cooling inside and open doors and windows to let cooler air in.

Seal off unused areas and close doors to rooms that don't need to be cooled or heated. Storage rooms, toilets, warehouses and passageways are potential 'energy vampires'. This will save on cooling and heating costs.

Use programmable thermostats that can be timed to switch on cooling or heating 30 minutes before work and to switch off when the building is empty.

Practice responsible energy accounting. Track monthly energy consumption and costs to identify potential problems and ways to improve efficiency.

Install programmable thermostats for better control of heating and cooling to save roughly one-fifth on your heating/cooling costs.

On large factory and warehouse doors, encourage management to fit 'Rollfast' doors or clear plastic strips as appropriate to prevent heat gain/loss.



PURCHASING

While cost is a major consideration in purchasing decisions, product durability, reparability, and length of warranty and service contracts must also be taken into account. A product that lasts 20 years instead of 10 halves the waste and saves money. When making purchasing decisions consider:

- Buying or leasing durable and repairable equipment, such as photocopiers, fax machines, computers, typewriters, and coffeemakers.
- Length and coverage of warranties and service contracts when selecting products.
- Using longer-lasting light bulbs.
- Buying sturdy desk supplies, such as bookends, file holders, and staplers.

Develop environmental guidelines for purchasing goods that have a reduced environmental impact. For more information including criteria, adopting policies and business strategies relating to environmental purchasing follow Sustainability Victoria's website link;
<http://www.ecorecycle.sustainability.vic.gov.au/www/html/393-environmental-purchasing.asp>

Develop a company purchasing policy that supports suppliers and companies that minimise packaging, reuse and recycle packaging, and use other environmentally friendly practices.

For additional information and hands-on guide for businesses seeking to make better environmental purchasing choices, log onto ECO-Buy;
www.mav.asn.au/ecobuy

Find out about the recycled content of the paper your office uses. Is there a better alternative?

Close the loop. Recycling is only the first half of the equation. The second part is supporting the recycled goods market. To find products that are made with recycled content use the Eco Find (products) search engine at;
www.mav.asn.au/ecobuy

Remember, you pay twice for packaging, first to buy it and then to dispose of it. Think about packaging when shopping and choose products that use less packaging.

Avoid purchasing products with excessive packaging

Use a ballpoint pen that takes refills, or a fountain pen with a refillable cartridge.

Purchase concentrated or bulk goods wherever possible (e.g. detergents and chemicals). It is a great way to minimise packaging, handling, storage and transport.

When staff pop out of the office for a coffee encourage them to BYO mug! A reusable cup reduces the need for disposable alternatives. (And its much nicer drinking out of a mug than polystyrene anyway, isn't it?)

Where appropriate, buy second-hand office furniture.

Buy items that can be refilled or reused instead of thrown away. This will not only help to eliminate unnecessary waste, but can save money. Many of these strategies require changes in current purchasing criteria as well as changes in behavior.

Support companies and suppliers that 'take-back' and recover resources from their original products. 'Extended product stewardship' is more common in certain industries, such as the automotive, computer and telecommunication industries (eg. returning toner cartridges to the supplier).

Encourage suppliers to ship material in reusable containers.

Set up a 'click-n-buy' purchasing system, with all suppliers and their products registered in a database available on your network or intranet. This will reduce the need for paper catalogues. It's easier to keep up-to-date as well!

OTHER

Travel

Encourage car-pooling within your workplace - it is more relaxing, lowers travelling costs and reduces the impact on the environment.

Use 'green fleet' cars for your company vehicles. Green fleet cars are carbon neutral: trees are planted to offset vehicle emissions.

Reimburse or subsidise the costs of changing regular practices to environmentally sound practices. For example, offer bicycle shop vouchers for staff that cycle to work.

Travelling in peak-hour traffic can increase fuel consumption by up to 15% due to longer idling time and increased start-stop travel. Allow staff flexibility to plan their travel time and routes to reduce fuel consumption.

Take public transport to work and use the time to read and relax.

Reduce your contribution to air pollution by arranging a teleconference or videoconference rather than a face-to-face meeting. You'll also avoid unproductive hours of travel time.

Purchase environmentally friendly company vehicles.

Hot Water Systems

Encourage and support maintenance staff to ensure hot water systems are maintained and operating efficiently. For a list of items to check, click on the Energy Toolbox link located on the Sustainability Victoria's - Energy Toolbox website below; http://www.energy-toolbox.vic.gov.au/hot_water_systems.html.

Refrigeration Equipment

Encourage and support maintenance staff to ensure refrigeration systems are maintained and operating efficiently. For more information click on the link located on the Sustainability Victoria's - Energy Toolbox website at; http://www.energy-toolbox.vic.gov.au/refridgeration_equipment.html.



TIPS FOR HOLIDAY SHUTDOWN

Remind staff to turn off their computers and monitors at the power point.

Switch off all unnecessary lighting and override automatic switch-ons.

Shutdown copiers, printers and scanners.

Check all equipment is switched off at the power point in meeting rooms.

Turn air conditioning down or switch to 'non-occupied mode' (check with building managers).

Turn off all kitchen equipment at the power point.

Switch off the fridge – but ensure it is cleaned out first!

Turn off refrigerated drink coolers and hot water boilers.

Ensure all other electrical equipment and appliances are switched off at the power point.

Arrange for the IT Manager to review and adjust air conditioning temperature in central IT room.

Draw blinds to keep out the sun to ensure a cooler office.

Leave reminders to 'switch off when leaving' for staff who may come in during the holiday break.

