

UCSI GREEN OFFICE CHECKLIST



1

USE LESS PAPERS

- Photocopy on both sides of a sheet of paper.
- Set printer by default to print both sides.
- Do not discard single-printed sheets but use the unused page.
- Avoid printing, unless it is necessary.
- Use presentation software or dry-erase boards for presentations rather than flip charts.

2

CONSERVE ENERGY AND WATER

- Shut off all taps tightly, and report any drips to building maintenance personnel.
- Shut windows tightly to conserve coolness.
- Use natural light where possible
- Turn off the lights if no one will be in the office, especially for more than 1 hour.
- Turn off the aircon if no one will be in the office for more than 2 hours.
- Turn off the main switch of office equipment, especially overnight and on weekends.
- Enable screen sleep mode (automatic shut-off after ten minutes of inactivity) on all networked copiers/printers.
- Check the thermostats and maintain a temperature not lower than 21°C.

3

CHOOSE REUSABLES

- Bring your lunch in reusable containers.
- Purchase takeaways with own reusable containers where possible.
- Reuse packaging supplies. Give more consideration to suppliers who use recyclable packaging and packaging with recycled content.
- Try to repair broken items before discarding them as garbage.
- Use reusable mugs, plates, and cutlery in your pantry.
- Buy office supplies that support environmental cause.
- Ensure that sugar, salt, condiments, and beverages (including water) are provided in bulk containers to reduce waste.
- Before purchasing office furniture such as file cabinets, desks, etc., check to see if GLMO has any surplus items.

4

RECYCLE AND COMPOST

- Recycle paper, beverage containers, corrugated cardboard and newspapers.
- Establish a designated area for recycling/donating unused office supplies.
- Recycle all electronic/universal waste including: computers, laptops, printers, A/V, CDs, audio tapes, batteries, phones (cell and office), pagers, and inkjet printer cartridges.
- Collect organic material for composting.

5

GREEN ATTITUDES

- Set up a ReUse area in your workplace.
- When you no longer have a use for something (such as binders, file folders, paper clips, diskettes, and boxes) place it in ReUse area or pass it on to co-workers instead of discarding it.
- Post and read environmental notices on the office bulletin board.
- Participate in sustainability events.
- Share environmental tips with co-workers.
- Have some plants in the office and take care of them.
- Include information about your office/departmental environmental policies and goals for the new hires.
- Use public transport and carpool.
- Encourage walking instead of using vehicles.





UCSI GREEN OFFICE COMPETITION



**Green Office
PARTICIPATION
AWARDS X 5**



DURATION: SEPTEMBER – DECEMBER 2023



**ANNOUNCEMENT OF WINNERS:
UCSI TOWNHALL MEETING JANUARY 2024**