

Going green



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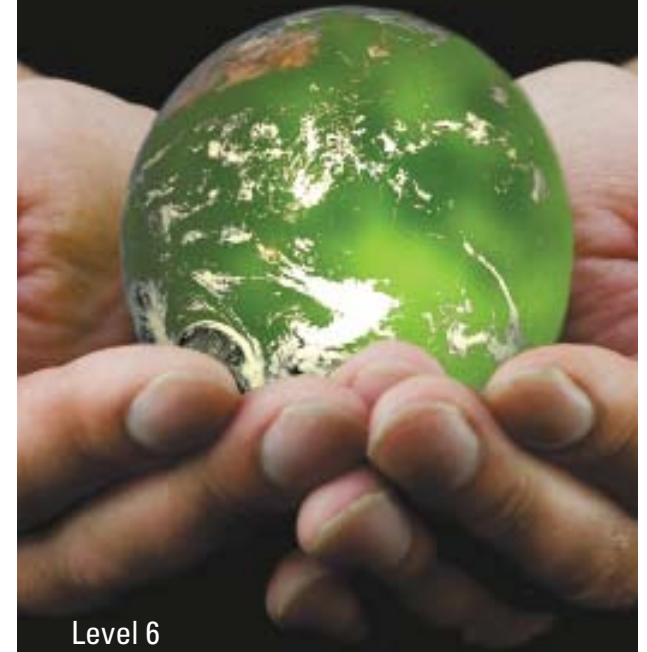
Take a fresh bite

In the home ...

- Use an electricity retailer with a green option allowing you to buy energy from a renewable source.
- Buy appliances using the energy rating scale from one to six stars – the more stars, the more efficient.
- Consider solar hot or gas hot water and heating systems.
- Use solar lighting in your garden and driveway – no cables and costs nothing to run.
- Use fan forced ovens which generate up to 35% fewer emissions.
- Use compact fluorescent light bulbs.
- Install a dual flush toilet.
- Recycle old mobile phones and mobile phone batteries.
- Consider buying rechargeable batteries and a recharger unit.
- Receive and pay bills online – dispense with paper bills.
- Wear a jumper if the temperature is cool.
- Plug draughts around windows and doors.
- Close shutters, curtains or blinds during the hottest part of the day to reduce the temperature inside.
- Attend to leaking taps quickly – the average leaking tap drips 10 litres per hour.
- Turn off appliances that you are not using and the lights when you leave a room.
- Install wall and ceiling insulation to minimise heating and cooling costs.
- Use a timer in the shower.
- Fit tap aerators – they cut the flow of water by up to 50% without reducing water pressure. They are inexpensive and easy to install.
- Only wash a full load of clothes or dishes.
- Wash clothes in cold water.
- Dry your clothes outside on the clothesline instead of in a dryer.
- Fit AAA rated showerheads.



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In the office ...

General

- Encourage everyone to use a mug or cup at work rather than recyclable cups which usually end up in the garbage bin.
- Pay suppliers on line in preference to paper bills.
- Send domestic parcels by road rather than air freight.
- Use recycled toilet paper and paper towels.
- Disconnect lighting in vending machines – or think about doing away with them altogether as they emit large amounts of carbon.
- Use the stairs instead of the lift.

Paper

- Where there is a choice, subscribe to an e-newsletter rather than printed versions.
- Accuracy in your printing estimates saves money and takes up less storage space.
- Scan and store files electronically rather than archiving paper files.
- Proofread and spell check your documents on screen.
- Where possible, avoid cover pages when faxing.
- Set your printer/copier to duplex (double-sided) printing.
- Re-use paper that's only printed on one side for

note paper or drafting documents.

- Recycle paper printed on both sides. Also recycle newspapers, magazines and envelopes.
- Where possible, use recycled paper.
- Think before you print.

Equipment

- Computer monitors use most of the power so when you shut down, make sure the monitor is also turned off.
- Don't use screen savers because they often use more electricity. Instead, protect the screen with energy efficient sleep modes.
- Remember, laptops can use up to 90% less energy than desktop computers.
- When buying computer monitors, larger screens use more energy.
- Inkjet printers use significantly less energy than a laser version.
- Appoint someone or introduce a roster to turn off printers, copiers, and kitchen appliances at the wall. Many electric appliances still continue to use small amounts of power in standby mode.
- If buying new equipment

look for the ENERGY STAR label. These products use 20-40% less energy than standard.

- Choose the smallest photocopier for your needs to save energy and space and ask if it can use paper with a recycled content.
- Consider purchasing a combined printer/fax machine.
- Use a fax modem which allows documents to be sent directly from the computer without the need for a printed hard copy.
- Share printers wherever practical.
- Install ceiling fans to improve comfort levels even in air conditioned rooms. Every 1 degree Celsius adds to greenhouse emissions and adds 5-10% to electricity costs.
- Recycle empty printer cartridges. Contact 'Cartridges 4 Planet Ark'.

Lighting

- Use compact fluorescent light bulbs.
- Whenever possible, take advantage of and maximise natural light.
- Use light fittings with a motion detector.
- Switch off lights when they are not in use.



On the move ...

- Encourage employees to take public transport to work, ride a pushbike or form a car pool.
- Drive less – only use the car when you really need to.
- Slow down. Driving at a lower speed is not only safer but also saves fuel.
- Check tyres are appropriately inflated. Deflated tyres increase drag and therefore fuel consumption.
- Turn off the air conditioning and enjoy the fresh air instead.
- Switch to a more fuel efficient car.
- Service your car regularly – a well-serviced car is more efficient.
- Aim to drive smoothly. Harsh acceleration and braking uses more fuel and increases wear and tear.
- Remove unnecessary loads from boots or roof racks
- Wash your car on the grass where the nutrients in the soapy water actually enrich the lawn. Check that your detergent is eco-friendly. Washing the car on the driveway or in the street will make the risk of it flowing into drains and ultimately our waterways much more likely.