



ENERGY

Ensure lights, equipment/appliances are only used as necessary and switch off any device which is not in use (except server and fridge) – this includes computers/monitors and any appliances which draw standby power

WATER

Ensure dishwasher is only used as necessary/when full

Report any leaking taps/toilets/showers to building management (via Administrative Officer)

Ensure tap is not left running when washing/rinsing items in the sink

Where possible, use low water or water-free methods of car cleaning

WASTE

Participate in workplace recycling by using the systems provided (paper, cardboard, deposit containers, food scraps, plastic, comingled) – ask another staff member if unclear where a recyclable item goes

Utilise electronic communications media whenever possible rather than printing or copying

Minimise printing/copying by ensuring the printer/copier prints double sided and two pages per sheet where eyesight permits

Specify contract/tender report documentation that minimises waste (eg. no wire binding, no non-essential 'body corporate' information)

BUILDINGS

Develop greening advocacy contacts with building management, cleaning contractors and with other tenants whenever possible

TRAVEL/FLEET

Determine whether there are other feasible options besides car use to minimise car travel (teleconference, public transport, walking).

Endorsed

A handwritten signature in black ink, appearing to read 'Vaughan Levitzke'.

Vaughan Levitzke
Chief Executive
Zero Waste SA
Date: 23 July 2007