













Greening the Office – some easy steps

The University of Waikato's power bill was \$2.44 million in 2011 - and it's rising. We dispose of more than 400 tonnes of waste to landfill a year. Here are some tips on how to help reduce this.

-  **Save a tree.** We recycle un-waxed, clean paper and cardboard at Waikato. Use your office paper recycling box. If you haven't got one, contact Facilities Management Division, fmdporters@waikato.ac.nz
-  **Plastic not-so-fantastic.** We recycle plastics 1 and 2, cans and glass. Please use the external recycling stations around campus if you don't have internal recycling systems.
-  **E-Waste not, E-Want not.** We send computers, printers and toners for recycling. Please send toner cartridges to Campus Computers and contact ITS to recycle hardware, help@waikato.ac.nz.
-  **Give it a rest.** Turn off your computer screen when not in use, even if just popping out for a few minutes. Use the automated shutdown function, or turn your monitor and computer off when you leave work.
-  **Bright lights, big Uni.** Turn lights off in the office when there is sufficient sunlight to work in. Turn lights off when you leave your office, even if only for two minutes.
-  **Don't be a drip.** Contact Facilities Management if there are leaking taps in your office kitchen or bathroom.
-  **Save another tree.** Please double-side, or limit your printing. Read online. If you teach students, ask them to hand in assignments printed double-sided, or submit assignments online.
-  **Green thumb greenies.** Start an office composting system for coffee grounds and food scraps, to be taken home by staff with a compost or pigs/chooks, or buy a Bokashi bin for the office. www.bokashi.co.nz
-  **Be a mug.** Bring your own mugs and take them to the coffee outlets to use instead of a disposable cup. Bring your own water bottle (preferably glass) to fill from the tap or water filter.
-  **Curb your car.** 50% of Waikato staff drive alone to work. Bike, walk, bus or carpool to save gas, money and the environment. See Ridelink to share rides to work. <http://ridelink.waikato.ac.nz/>

These practices can reduce the University's overheads and ultimately provide better resources for staff and students. For more information email rgoddard@waikato.ac.nz