

Office Environment Management

Tips for Office Environmental Management

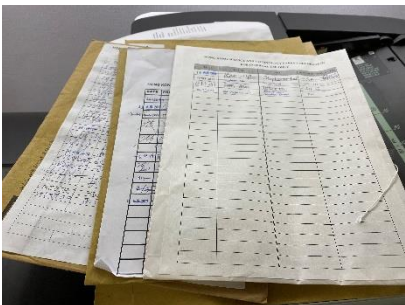
Always remember the 4R principle

- *Reduce*
- *Reuse*
- *Recycle*
- *Replace*



Resource Conservation

- ✓ Reuse boxes or fillers for packing, storage or delivering
- ✓ Reuse cord binder, file, plastic folder, other filing accessories until worn out
- ✓ Reuse printed stationery (old envelopes, folders, tags, etc.) for office use (e.g. use transit envelopes for dispatch of documents)



Conservation of Energy

- ✓ Set all computers and other office equipment in energy-saving mode during office hours
- ✓ Switch off computer and monitor before leaving office
- ✓ Switch off electrical appliance when they are not in use (e.g. printer, photocopier, lighting etc.)



Conservation of Paper

- ✓ Reduce printing and use electronic media for circulation or communication; post documents to shared computer drives
- ✓ Use both sides of paper if possible; reuse single-sided paper for printing
- ✓ Use electronic greeting cards during festive occasions
- ✓ Consume less toilet paper
- ✓ Bring your own cup! Avoid using paper cup for drinking

Waste Recycling

- ✓ Segregate the following solid wastes for recycling:
 - Recyclable toner / cartridges
 - Paper
 - Aluminum can
 - Metal
 - Plastic bottle
 - Florescent lamp
 - Spent rechargeable battery



The mark of responsible forestry

