





# What's happening to our Planet?

- 
- 
- million tonnes of waste to landfill. A 2008
- landfills showed that approximately three-
- 



UC's Eco-Office Programme







## How it works

in the Eco Office Programme – try one or all

Visit [www.sustain.canterbury.ac.nz/ecoffice/](http://www.sustain.canterbury.ac.nz/ecoffice/)

### Read the Eco-Office Guide

tips are relevant to Eco Office Certification.

#### Read a guide on 'How To Grow an Eco-Office'

colleagues on 'greening' your office.

#### Conduct an Eco-Office Sustainability Assessment

base-line data about how green your office is. This contributes to the certification

and safety check of your office on behalf

conducted by office administrators.

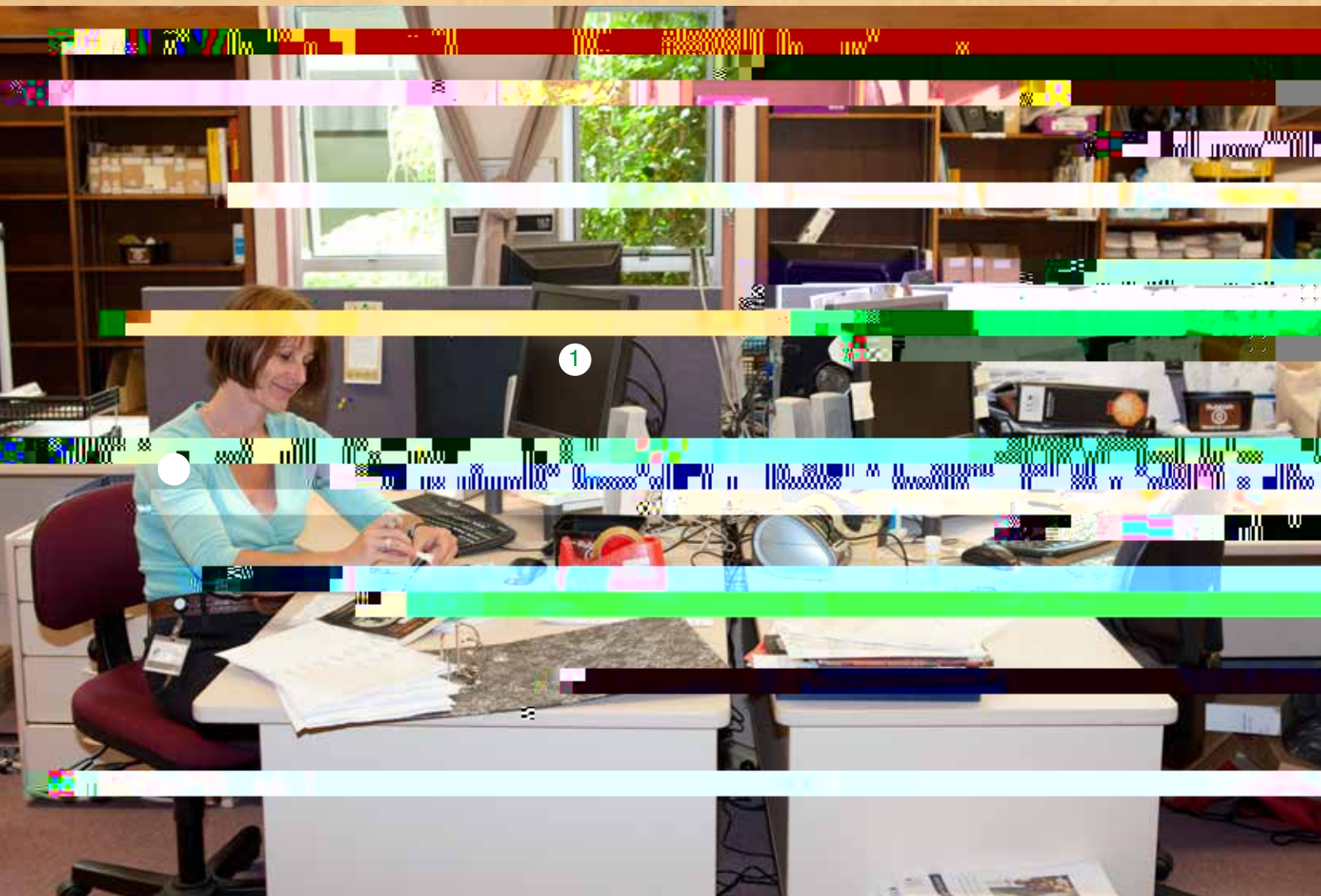
#### Get Eco Office certified

four levels of certification to achieve.

#### Join the Eco Office Network



# energy



Effectively harnessing  
the power of the sun is  
Isabelle's strongpoint.

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5 UC Eco Office information available for

6

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# Using energy

MYTH

FACT

FACT

## What you can do

1. If you want the window open, turn the radiator down first

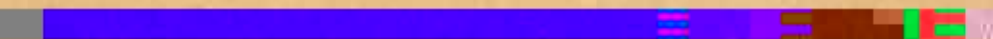
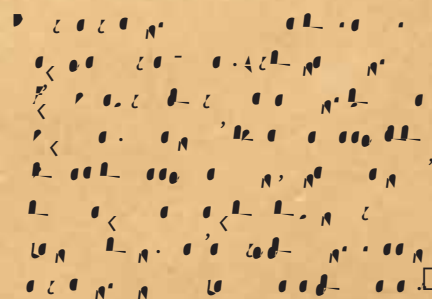
energy and heating your office even more.

2. Use natural light where possible

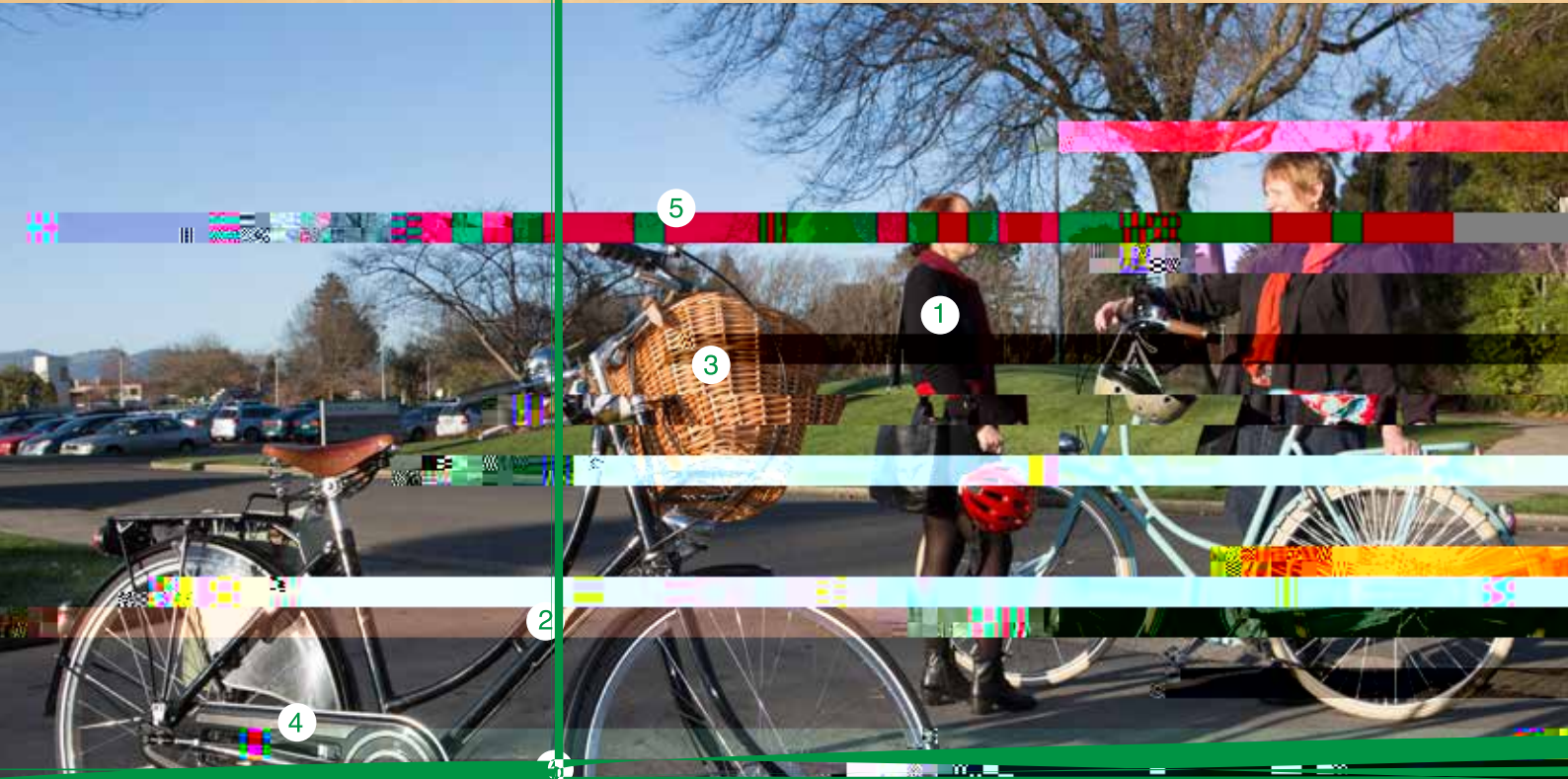
energy used in our offices. By utilising natural light where possible, you can save a significant



Isabel Milward, Team supervisor,  
Branch Libraries and Learning Hubs







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Paper





# Using paper

**FACT:** One tonne of virgin office paper (400

**FACT**  
landfill occupies approximately one cubic

- Production of raw materials (i.e. logging
- Production of the paper itself (i.e. energy and
- from paper sitting in landfills, loss of biodiversity to create landfills)

## MYTH

about the benefits of paper recycling.

**FACT:** Paper and cardboard recycled by UC

**FACT**

## What you can do

1. Print duplex or booklet duplex

2. Resize page layouts, line spacing and font sizes

3. Think before you print



Manja Pieters, Student Advisor,  
College of Education





Overlooking the treetops  
outside Registry, this  
of ce is a haven of eco  
of ce activity.

# ecycle



## Waste

### FACT

tonnes of waste to landfill and 521 tonnes to

### MYTH

### FACT

### What you should know

1. Every desk should have a paper recycling tray

(x 6481).

2. Cardboard is recycled – Please flatten

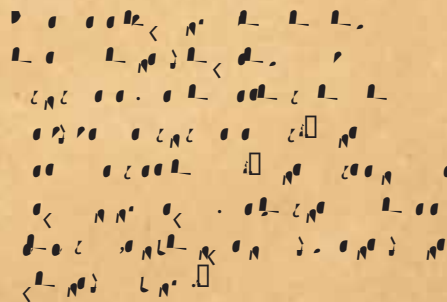
offices which have them. Cleaning staff will remove any flattened cardboard and keep it

3. Toner cartridges can be recycled

4. Avoid, reduce, reuse and then recycle



Anita Kerr and Juliet Hamill  
Information and Records Advisors  
Information and Records Management



In this tea-nook,  
Leigh has developed many  
eco features.

1

water office plants, and most dishes are  
washed in an energy efficient dishwasher,





# Using water

FACT

FACT

FACT

MYTH

FACT

MYTH

FACT

FACT

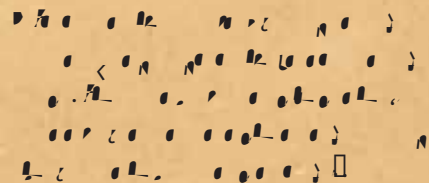
fowing through campus, the Avon

e

-



Leigh Davidson  
MBA Programme Administrator  
Commerce



The Sustainability Of ce  
is a treasure-trove - both  
on-line and on recycled  
content hardcopy - of  
information on being  
sustainable.

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# Buying green

## What is Buying Green?

purchasers to BUY LESS as a first step, rather

material use in your sphere of influence?

## Why buy Green?

Some things to consider:

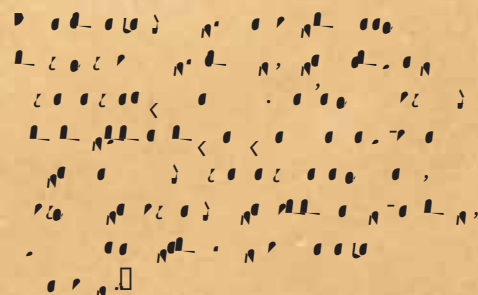
1. Do you really need it?

them in the first place!

2. Is it made of recycled material, and can it be recycled?

3. How was the product manufactured?

4. What are the labour conditions under





# Participation

Achieving good Eco-Office practices and

## Level Two

overall certification process include:

### Level One

- Nomination of an Eco Office Champion and
- informed about the Eco Office assessment and certification process, have had a chance
- the assessment and certification process.
- read the Eco Office Guide.
- Completing a UC Eco Office Sustainability
- Application for certification, with 75%
- Maintain a designated section of an office
- office practices or sustainability events and
- At least one office member receives the UC Sustainability Office newsletter and
- Proper recycling practices are reviewed at

- retrofits, dual flush toilets, timers on extractor



# Resources



## Sustainable Living

## Thanks

The Sustainability Office would like to thank the

Specifically, we'd like to thank:

## Green Office

[www.greenoffice.org.nz](http://www.greenoffice.org.nz)

## Waste and recycling

## Energy conservation

## CEPS & the environment

Caroline Philp

Manja Pieters

