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In the workplace

As an institution we are trying hard to reduce the impact that we have on the environment.

Although we have utilised technology and building/refurbishment techniques to help us operate in as sustainable manner as possible, as a university community we all have a part to play individually to make a positive difference.

This handy guide includes tips and advice on how YOU can make a positive difference.

tees.ac.uk/green





Energy saving

Making a conscious effort to save energy at work not only reduces our impact on the environment, but also helps save money. Our annual energy bill currently stands at £6.6m, but with your help it can be reduced.

- Close windows and blinds to keep in heat, saving 13-14% of energy
- every degree counts: every 1°C of heating costs £111K
- avoid personal heaters, they emit 322KG of CO2 emissions over three months

Switch off PC screens, 20% of staff turning off saves £22,000 per year

- switch off equipment when not in use, for example phone chargers
- switch off lights; lights left on overnight in an office can cost £253 a year
 - avoid the lift if possible; saving £4,600 a year
- use timers if equipment needs to be left with no occupancy.

Water consumption

- do not leave taps running: we use over
 67m litres per year
- report leaks, dripping taps/toilets to the Campus Services helpdesk; a dripping tap can waste 13 litres a day
- check equipment: are they consuming water effectively?

Sustainable procurement

By considering our purchases carefully we can not only help the environment but also save money and operate more sustainably.

- always consider whether you really need to print – last year we spent £18,000 on paper, this doesn't include the environmental and cost impact of printing
- always ask yourself: do I really need this purchase, or are alternatives available?
- use water refill stations rather than always buying bottled water, we have lots of refill stations on campus
- buying new equipment: have you checked its energy efficiency?



Recycling and segregation of waste

Thinking carefully about the segregation of waste and recycling helps to keep our recycling levels high and helps the environment.

In a year we generate over 400 tonnes of waste, our contractor collected 32% of this as recycling. We all have a part to play in increasing this segregation rate:

- every tonne counts: recycling is less expensive than general waste to remove
- (2) reduce the amount of waste generated and transported – flatten cardboard boxes and packaging before placing in the bin
- check before you dispose 70% of waste can be recycled, are you putting it in the correct bin?
- wash dirty items for recycling before putting them into the recycling bins
- avoid contamination of recycling don't put food, liquids and non-recyclables in the recycling bags/bins, if in doubt place items in general (non-recyclable waste)
- recycling clear bags general waste – black bags.

Transport and travel

60% of 1 - 2 mile journeys are made by car, think carefully about fuel and parking costs before making a journey if you drive.

Transport tips:

- and money wirtually saves time and money
- by cycle locally or travel to the University by cycle if possible, we have great free facilities available for cyclists
- share the journey if you're driving somewhere give your friends a lift or suggest a car pool between yourselves
- the University has a number of schemes in place to help staff travel to work via sustainable transport
- by public transport is sustainable and convenient, find out about local travel services and live information here.

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