



Green Office Programme (GO!)

Lunch Sharing Session

30 October 2015

Mong Man Wai Bldg Rm 705

Topics

- Introduction of Green Office Program (GO!)
- Implementation of 'GO!' in 2014 and acknowledgement of 'Competent Green Offices'
- 'GO!' Green Awards
- Modifications to 'GO! Checklist'
- 2015 'GO! Checklist'
- Other information / updates
- Q&A, suggestions, experience sharing

Implementation of GO! Programme in 2014

Implementation of GO! Programme in 2014

- 92% of 107 offices (joined in 2012 and 2013) fulfilled the requirements of 'GO!' and are acknowledged as **'Competent Green Offices'**
- The complete list of **'Competent Green Offices'** can be seen at:
(<http://www.cuhk.edu.hk/cpsso/go!/cgo.html>)
- Offices provided a lot of useful feedback

Thank you for everyone's support!

E-seal for Competent Green Offices

Award categories:

- '2014 Competent Green Office' e-seal available for download for display on offices' website, emails and publications!
- Available in four different colours from the 'Competent Green Offices' webpage



'GO!' Green Awards

'GO!' Green Awards

- From Dec 2014 – Mar 2015
- Phase 1: Individuals in 'GO!' offices invited to recommend green measures not in the 'GO!' Checklist
- Phase 2: Online survey for CUHK staff to vote for the actions they believe suitable for their own offices or are already adopted by their offices
- About 160 colleagues from over 80 offices participated.
- **'GO!' Green Awards** were given to 13 offices that have fulfilled a high number of actions in both the annual 'GO! Checklist' submitted and the questionnaire survey.
- **2 actions** in the survey voted by the highest number of people were added to this year's 'GO! Checklist'

Presentation of 'GO!' Green Awards on World Environment Day (5 Jun)



Award categories:

- Energy Conservation
- Waste Reduction
- Green Event Organizing
- Green Purchasing
- Overall



Modifications to 'GO! Checklist'

Previous: 30 action items (13 mandatory)

Now: 32 action items (14 mandatory)

Deleted:

~~5. We have invited EMO staff to visit our office and recommend measures we can take to save energy, and have implemented the measures where applicable.~~

Added (2 of the most popular items from 'GO!' Green Awards):

5. (New) We have removed or unscrewed excessive lamps if working areas are perceived to be bright enough.

20. (New) If food and beverages must be provided at an event organized by your office, encourage participants to bring left food back to hostels, workplaces or homes.

Year updated:

21. (Updated) We commit to a 10% reduction in office paper use by end of 2015 (compared to 2012 or any year after 2012 for which paper use figures are available) and will keep a record of our paper purchase figures for self-monitoring and continuous commitment.

Updated:

GO! CHECKLIST

Original:

29. One or more of our office's staff members/students have become a 'CU Green Buddy'.

Modified:

31. (Updated) We encourage our office's staff members to join the activities or events of Green Office Programme / CU Green Buddies Scheme and become CU Green Buddies.

Split into two actions (originally action item #10):

10. (Updated) We separate recyclable paper, plastics and metals from general waste and deposit our recyclable plastics and metals at a collection location (e.g. recycling bins). To facilitate waste separation, we have posted the 'Recycling Tips' poster near our office's waste separation container(s).

11.(Updated) We have engaged a paper waste recycling company to collect paper waste directly from our office and we deposit our recyclable plastics and metals at a collection location (e.g. recycling bins).

2015 'GO! Checklist'

Why a Checklist?

- By implementing actions on the 'GO! Checklist', members make small changes to their daily operations to them greener.
- All CUHK offices need to complete an e-checklist by 31 Dec 2015

綠識辦行動清單

註：根據「綠識辦」成員於2013年提供的意見，我們已更新並簡化最新的「綠識辦行動清單」。新行動清單共有30項行動，較過往的行動清單少2項：

- 項目前標示了「*」者，即我們近期更新的行動清單項目。

一. 節能

必須履行的行動

- 1. 我們支持本辦公室的「能源監察員」執行大學的節能措施，例如安排「能源監察員」出席培訓課程，並因應物業管理處要求提供本辦公室設備的相關資料。
- 2. 在夏天，我們把空調溫度設為攝氏25.5度 +/- 2度。在冬天，如情況許可，我們會開窗或只使用空調的風扇功能，代替較為耗電的冷卻功能。
- 3. 我們離開辦公室外出上課、開會或午膳時，會關掉不需使用的電器。每次長假期前，如情況許可，我們會拔掉電腦、印表機、飲水機等設備的電插頭，以減少它們處於待機狀態時的耗能。
- 4. 我們設定電腦屏幕最多閒置五分鐘即自動關閉。如情況許可，我們會把電腦屏幕的高度調低。
- 5. 我們已邀請了物業管理處的職員到訪辦公室，建議一些辦公室節能措施。我們亦已實施可行的措施。

二. 減廢

- 6. 有必要列印文件時，我們會盡量用雙面打印及影印；視乎情況，我們會盡量重用一面已有字的紙張。[\(相關資源\)](#)
- 7. 我們善用電腦科技減少用紙量，如利用電郵、電子傳真，或採用電子化檔案管理系統將文件存檔。[\(相關資源\)](#)
- 8. 如情況許可，我們開會時盡量使用電子版的議程和會議記錄。
- 9.* 我們不會在我們舉辦的戶內活動（開會、研討會等）提供單次飲用瓶裝水和襟花。[\(相關資源\)](#)
- 10.* 我們把可回收的紙張、塑膠、金屬妥善分類，並會將可回收的塑膠和金屬送到回收收集點（例如回收箱）。為了更有效將可回收物料分類，我們已下載了「[可回收分類指引](#)」海報，並把它張貼於辦公室的回收品分類箱旁。此外，我們已備用廢紙回收公司從辦公室直接回收廢紙。
- 11. 如我們要棄置尚可使用的傢俱，會先通過適當的途徑嘗試將傢俱轉讓予其他辦公室。在添置新傢俱前，我們亦會先考慮重用其他辦公室的舊傢俱。[\(相關資源\)](#)
- 12. 我們在使用Microsoft Word或其他文字處理工具時，會盡量把紙張邊界調窄及採用較小的字體，如情況許可，更會將此模式設為預設設定。[\(相關資源\)](#)

'GO! Checklist':
<http://www.cuhk.edu.hk/cps/go/gop.html#checklist>

- 32 actions in total
- 14 mandatory actions

Link to e-checklist will be sent to 'GO!' Contact Persons in December

GO! CHECKLIST

A. Energy Conservation

- 1. We support our office's Energy Warden(s) in their implementation of the University's energy-saving initiatives, e.g. by enabling Energy Wardens to attend training programmes and providing information on the office's equipment to EMO.
- 2. We set our office's/ classroom's air conditioner thermostat temperature to 25.5°C +/- 2°C in the summer. Where appropriate, we open windows for free cooling or use our air conditioners' fan instead of cooling function in the winter.
- 3. We turn off unused electrical equipment whenever we are away from office for classes, long meetings and lunch. Where possible, we unplug equipment like computers, printers and drinking water dispensers before long holidays to save energy consumption in standby mode.
- 4. We enable our computer monitors to turn off automatically after 5 minutes or less of inactivity. Where possible, we lower monitor brightness.
- 5. (New) We have removed or unscrewed excessive lamps if working areas are perceived to be bright enough.

GO! CHECKLIST

B. Waste Reduction

- 6. When unable to avoid printing hard copies, we do double-sided printing/copying or reuse paper that has text on one side, whenever appropriate.
- 7. We try our best to reduce paper use by electronic means, e.g. by making good use of emails, installing an electronic fax system, or by using the electronic document management system (EDMS) for e-filing.
- 8. We send and use e-copies of agenda and minutes for our meetings, whenever possible/appropriate.
- 9. We do not provide single-serving bottled water at indoor events or corsages at all events (e.g. meetings, seminars and conferences).
- 10. (Updated) We separate recyclable paper, plastics and metals from general waste and deposit our recyclable plastics and metals at a collection location (e.g. recycling bins). To facilitate waste separation, we have posted the 'Recycling Tips' poster near our office's waste separation container(s).

GO! CHECKLIST

B. Waste Reduction

- 11.(Updated) We have engaged a paper waste recycling company to collect paper waste directly from our office and we deposit our recyclable plastics and metals at a collection location (e.g. recycling bins).
- 12.If our office needs to dispose of usable furniture, we try to make the furniture available for reuse by other offices using appropriate channels. We also consider acquiring unwanted furniture of other offices prior to buying new furniture for our office.
- 13.When using Microsoft Word or other word processing tools, we reduce paper margins and use smaller font size where appropriate, or set them as the page setup default where applicable.
- 14.For printing drafts and other documents to be circulated within the office, we use a lower printing resolution/Econoprint or Ecoprint mode to save toner. Where applicable, we set it as the default mode.

GO! CHECKLIST

B. Waste Reduction

- 15. We issue newsletters, brochures, handbooks & promotional materials in e-format to minimize the number of hardcopies distributed. Where applicable, we include a message on hardcopies to encourage readers to circulate the printed matters and recycle them after reading.
- 16. Our office subscribes to e-versions of publications (e.g. newsletters) or circulate a minimal number of hardcopies of printed matters in the office.
- 17. We do not use disposable containers and utensils to service drinks and food in seminars, conferences and functions; and if they must be used, we use eco-friendly or biodegradable ones.
- 18. To raise awareness about locations on campus that enable reuse/recycling of misc. resources (glass bottles, old clothes, etc.), we have downloaded and posted the 'Recycling Locations' poster in our office/ pantry.
- 19. We arrange appropriate quantity of food for official functions we host and our office's social gatherings to reduce food waste.

GO! CHECKLIST

B. Waste Reduction

- 20. (New) If food and beverages must be provided at an event organized by your office, encourage participants to bring left food back to hostels, workplaces or homes.
- 21. (Updated) We commit to a 10% reduction in office paper use by end of 2015 (compared to 2012 or any year after 2012 for which paper use figures are available) and will keep a record of our paper purchase figures for self-monitoring and continuous commitment.

C. Green Purchasing

- 22. We make sure that our purchases comply with the mandatory requirements of the Green Purchasing Guidelines.
- 23. We use 100% recycled A3 & A4 white paper for our in-house printing and copying. (Please visit Business Office's centralized tenders page for bulk tender suppliers and information on green products.)

C. Green Purchasing

GO! CHECKLIST

- 24. We will not order dishes that contain shark's fin, bluefin tuna and black moss ('Fat Choi') for official meals and our office's social gatherings.
- 25. We request printing companies to print our name cards/letterheads/other materials on 100% recycled paper.
- 26. Apart from the mandatory items in the Green Purchasing Guidelines, we purchase other environmentally-friendly products [Please list at the end of the e-checklist]. Examples include:

Refillable pens, Mechanical pencils, Biodegradable garbage bags, Ozone-safe correction pens, Eco-friendly dishwashing liquid, Environmentally-friendly event souvenirs...

D. Awareness and Engagement

GO! CHECKLIST

- 27. We have informed all office members (including any new members) of our participation in 'GO!' and encourage them to support our office's initiatives.
- 28. Whenever a new issue of 'Sustainable Campus' e-newsletter is published, we encourage office members to read it.
- 29. We have shared new green office practices adopted in our office with the Campus Planning and Sustainability Office.
- 30. We have read the University's 'Guidelines for Sustainable Event Planning and Management' and taken reference of the green event tips while planning our office's official functions.
- 31. (Updated) We encourage our office's staff members to join the activities or events of Green Office Programme / CU Green Buddies Scheme and become CU Green Buddies.

GO! CHECKLIST

E. Other initiatives

- 32. Other environmentally-friendly initiatives [please list at least one such initiative in 'Additional Information/Comments' at the end of the e-checklist].

For more resources, please visit our website at
<http://www.cuhk.edu.hk/cpsso/go!/gop.html>

(Click on the 'More info' link next to the checklist items)

B. Waste Reduction

- 6. When unable to avoid printing hard copies, we do double-sided printing/copying or reuse paper that has text on one side, whenever appropriate. [More info](#)
- 7. We try our best to reduce paper use by electronic means, e.g. by making good use of emails, installing an electronic fax system, or by using the electronic document management system (EDMS) for e-filing. [More info](#)



Or: visit the 'Resources for GO!' page:

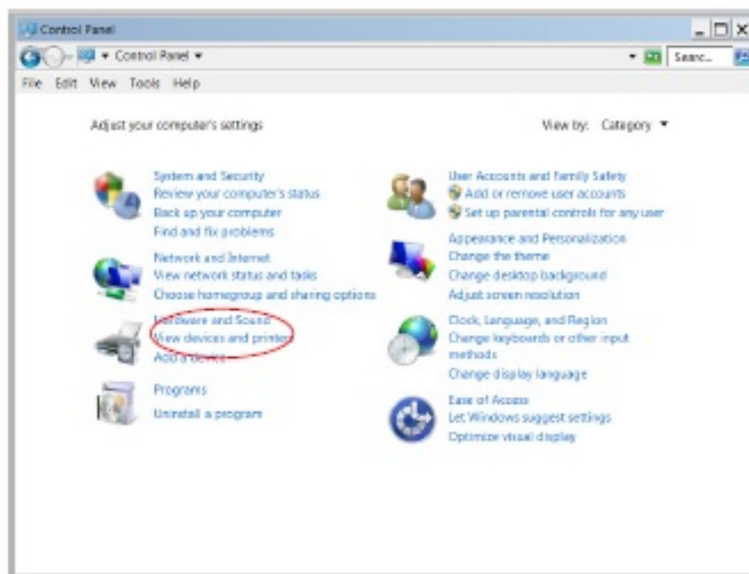
<http://www.cuhk.edu.hk/cpsso/go!/resources.html>

Example of resources available online: Guide to setting 'double-sided printing' as default mode



Setting 'double-sided printing' as default mode

1. (This applies to printers with automatic double-sided print function) Click on 'Start' at the bottom left-hand corner of the screen and choose the 'Control Panel' option (the version featured here is Windows 7. For other versions, screen options may vary). Click on 'View devices and printers'.



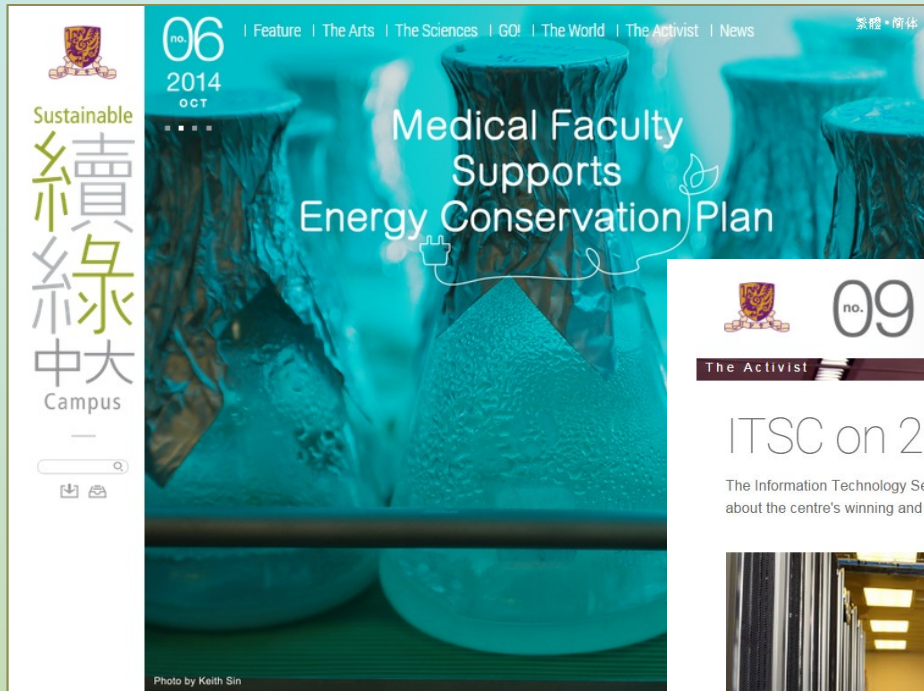
Other information / updates



Role of 'GO!' Contact Person:

- ❑ Seek the office head / director's endorsement on the 15+ 'GO! Checklist' actions to commit to
- ❑ Inform office members and any new staff about the chosen actions
- ❑ Forward green updates and tips from the Green Office Programme to all members of the office
- ❑ Contact us to share your office's successful practices (where suitable)

Please feel free to share any best practices with us!



'Sustainable Campus' e-newsletter:
<http://www.iso.cuhk.edu.hk/english/publications/sustainable-campus/>

The Information Technology Services Centre (ITSC) was a winner of CUHK's Go! Green Award. We spoke to Ms. Lily Tsai and Mr. Cheng Che-hoo of the ITSC about the centre's winning and more.

1. One of the most impressive things the ITSC has done is raising the temperature of the central data centre to 27°C. How did you arrive at that temperature?

Cheng: We discussed at length with the Estates Management Office on how to lower our energy consumption, and they gave us recommendations. The central data centre temperature of 27°C was arrived at after yearlong trial and error. When servers are overly heated, they send out alarms. What we did was we kept adjusting the temperature upwards until we reached the highest temperature without alarms going off, and found the average temperature of 27°C to be the highest we could go without doing harm to the servers. Data centres are cooled by CRAC units or computer room air-conditioning units. We now have a practice that when the outdoor temperature is 15°C, we turn off one CRAC unit, when it drops to 10°C, two, and so on. We've also blocked all the windows in the central data centre to reduce heat dissipation from outside and keep the indoor temperature lower.

2. Will the new Central Data Centre in the Wu Ho Man Yuen Building be even more energy-efficient?

Source: ISO

Recycling-related

- Yard for Environmental Sustainability (YES), a cluster of huts located next to Y. C. Liang Hall, now collects used toner / printer cartridges.
- Large carton boxes must be flattened and placed in carton box recycling cages



All 'GO!' offices are welcome to download an updated version of the 'Recycling Locations' poster and post it in the office / pantry.

http://www.cuhk.edu.hk/cpso/go!/resources/recycling_locations-Poster.pdf

Locations of 14 carton box recycling cages:

http://www.cuhk.edu.hk/emo/document/doc/recycle_facilites.pdf




Direct Collection of Paper Waste

Why?

- To collect waste paper more effectively and prevent contamination of high-quality office paper waste placed in recycling bins
- Paper waste collection companies can provide comprehensive paper recycling data to the University and help us evaluate our progress towards sustainability

How to subscribe (service is **FREE**)

- Go to the page <http://www.cuhk.edu.hk/cpso/go!/paper.html>, click on the application form link at the bottom of the page.
- Fill in the form and send it back to EMO

 THE CHINESE UNIVERSITY OF HONG KONG
Estates Management Office

香港中文大學
物業管理處

Application Form for Direct Paper Waste Recycling Services

To facilitate paper waste recycling service for your office/department, please kindly complete the below application form and send to Ms. Anle Hui by email (anlehui@emmo.cuhk.edu.hk). For enquiries, please do not hesitate to contact Mr. Joe Law (3943 4447) or Ms. Anle Hui (3943 4299) of Estates Management Office. (please tick)

Q1 Appointment of Paper Waste Recycling Service Provider

I wish to appoint SSHD / CMDS * (delete as appropriate) as our service provider for the recycling of General Paper Waste, please provide recycling bags for the following locations (please refer to Note 1):

Total quantity of bags: _____ bags,
Anticipated Total No. of Locations with Recycling Bags: _____
Breakdown of Locations (Rm. No./Floor/Building/No. of bags): _____

I wish to appoint SSHD as our service provider for the recycling of Confidential Paper Waste (if applicable), please provide recycling bags for the following locations (please refer to Note 1):

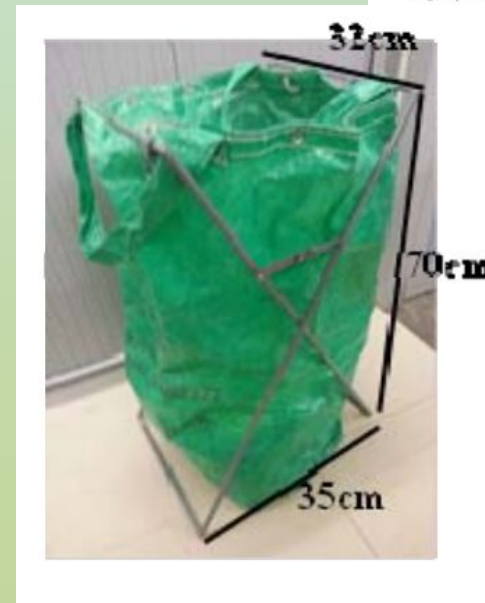
Total quantity of bags: _____ bags,
Anticipated Total No. of Locations with Recycling Bags: _____
Breakdown of Locations (Rm. No./Floor/Building/No. of bags): _____

I do not wish to appoint your service provider for the recycling of General/Confidential (*delete as appropriate) paper waste. Please explain: _____

Note 1: It is recommended to collect all recycling bags at once and distribute them to different locations within the office/department. Recycling company will be able to collect individual bags from various locations once the bags are set up. Office/Dept/Unit should contact recycling company directly for the arrangement of paper waste collection services (contact details to be provided). Please add more locations if required. Should numbered/barcode seal tags are required for confidential paper recycling, the office/department will be responsible for the expenses of the tags.

Recycling will usually be more effective if the recycling bags are located in such as next to photocopiers.

Central Coast East, CUHK, Shatin, N.T., H.K.
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DEPARTMENT FOR EMO : 39433448/39433443 CHM
Email 電郵 : emmo@cuhk.edu.hk



**Q&A, suggestions,
experience sharing**