Fern One Certi cation

Energy

*Please write N/A If this action is 'not applicable' to your o ce, or there is a clear barrier to completing this action. State a reason for these responses on the reverse side of this form.

**Note that some of these actions apply to, and require a whole-of-group response. Other actions apply to speci c functions of a department.

☐ We shut o our monitors and/or manually set our computers to energy saving modes (standby or hibernate) when not in use and turn them o at night.

☐ As backup, we enabled Sustainability O ce power management settings on our computers. If changing these settings requires administrative rights, we've contacted our IT group for assistance.

☐ All lights are turned o when not in use during the day and night, including in common areas such as kitchens, conference rooms, storage cupboards and bathrooms. We have posted prompts on light switches, where applicable. (Email the Sustainability O ce for stickers.)

☐ The whole department or group has read the 'Energy' section of the UC Eco-O ce Guide.

Water

☐ We have checked to see if there are any leaking taps and, if we have found any, have reported them to Facilities Management.

☐ We don't leave the tap running when washing dishes.

☐ If we have a dishwasher, we use it only when full, and we do this instead of washing individual dishes under the tap.

☐ The whole department or group has read the 'Water' section of the UC Eco-O ce Guide.

Reduce, Reuse, Recycle

☐ We have checked there are bin stacks in all common areas.

☐ In our o ce, the UC Recycling poster is clearly posted near the bin stacks.

☐ We spent several minutes reviewing proper recycling practices at a recent sta meeting to ensure that all members of our o ce are aware of the rules and have their questions answered.

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