

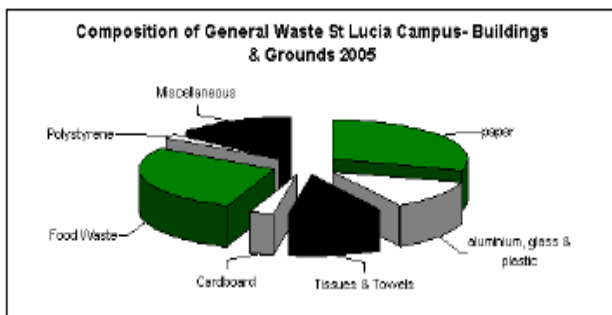


New Green Office Areas on Campus

- Law Library
- UQ Centre
- International Admissions
- Marketing and Communication
- Arts Faculty
- School of Business
- Student Administration
- Occupational Health & Safety

Reminder:

Over 30% of waste from buildings that goes to landfill consists of paper that could be recycled – please encourage everyone to use paper recycling boxes and bins.



Hints and Tips

- Ask your IT section to include wording on the bottom of your school's emails. For example "XYZ is embracing the Green Office. Please think before you print".

Buying environmentally-friendly products

Did you know that you can buy paper with recycled content from the Property and Facilities Central Store? View the catalogue at <http://www.pf.uq.edu.au/StoresCatalog.html>

040230	PAPER COPY A4 WHITE - RECYCLED 10% - Australian [Aus]	Ream	\$4.91	Paper - A4/A3 - White
040221	PAPER COPY A4 WHITE - RECYCLED 100% - Evolve [UK]	Ream	\$4.95	Paper - A4/A3 - White
040235	PAPER COPY A4 WHITE - RECYCLED 35% - Reflex [Aus]	Ream	\$5.32	Paper - A4/A3 - White
040239	PAPER COPY A4 WHITE - RECYCLED 80% - Australian [Aus]	Ream	\$4.91	Paper - A4

How to Bribe Your Staff

Incentives provide a great way to motivate people to be involved in the Green Office Program.

Problem: Staff not taking notice of well placed recycling signs and continuing to place their recyclable waste in general waste bins

Tip: One area offers Freddo Frogs to those who consistently recycle

Result: Improved environmental culture in office and reduced chocolate cravings for preferred staff members



Email us with the initiatives that you have found works in your area.



Changing to a Green Office Culture

Changing a culture means changing behaviour and creating a different way of thinking. Key elements to create a Green Office Culture include:

- **Involvement - creates a sense of ownership**
 - Green Office assessment will provide feedback on what is already working and what isn't.
 - Approach key staff to consider the results from the assessment and develop an action plan.
 - Take one step at a time. Make sure to ask/involve key staff in implementing new processes.
 - Make it fun and provide incentives.
- **Communication and participation**
 - Encourage recycling to reduce waste to landfill.
 - Establish ways to decrease energy usage which reduces greenhouse gas emissions.
 - Give feedback on the annual Green Office Assessment for the area.
 - Forward Green office Update emails.
 - Display Green Office posters in appropriate areas (e.g. above photocopiers).

Coming events - mark these in your diary!

Environment Day Activities – 5 June 2006

- Green Office Breakfast/Award Presentation.
- Trade Displays including environmentally-preferred products at the P&F Central Store.
- Unigreen/Green Office display
- Green Office competition – win a weekend for two at Kingfisher Bay Resort!

Next Green Office Update Session

- 24 August 2006 at 2.30pm



For further information, contact Environmental Services:

- Green Office Coordinator (p/t) Ext: 69959 Email: s.butler@pf.uq.edu.au
- Environmental Coordinator Ext: 52076 Email: k.ollett@pf.uq.edu.au
- Project Officer Environment Ext: 57580 Email: l.thompson@pf.uq.edu.au

Website: www.pf.uq.edu.au/Ems/GrnOffPrgm.html