THE CHINESE UNIVERSITY OF HONG KONG

Campus Planning and Sustainability Office

Green Office Programme (GO!) – Checklist for Implementation with effect from 2019/20

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
Category 1: Energy Conservation						
EC1	M	13	**Energy Warden** We work with our Energy Warden(s) to implement energy-saving initiatives, including: • sharing the 'Monthly Report on Electricity Consumption' with all members of the office; • encouraging our staff members to attend training programmes; • providing information on office equipment to the Estates Management Office (EMO); and • adopting energy conservation measures recommended by EMO.		NA	NA
EC2	M	13	**Air Conditioner Thermostat Temperatures** Where practicable, we set the air conditioner thermostat temperatures to 25.5°C ± 2°C in summer for working and teaching areas.		NA	NA
EC3	M	13	**Unused Electrical Equipment** We turn off or enable Energy Saver Mode on unused electrical equipment when we are away from the office. Where possible, we unplug equipment such as computers, printers, photocopiers, drinking water dispensers, microwaves and other small appliances before long holidays to save the energy consumed in Standby Mode.		NA	NA
EC4	O	3, 13	**Dressing for the Season**		e.g., Internal communications	1

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[1] M: Mandatory; O: Optional

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
			We encourage our staff members to dress appropriately for the season and dress light if there is no formal meeting or event, to minimise the need for heating or cooling.			
EC5	O	13	**Free Air Cooling** Where practicable, we open windows for free air cooling or switch the air conditioners to Fan Mode instead of Cooling Mode in winter.		e.g., Photo or internal communications	2
EC6	O	13	**Computer Display** We set the computer displays to turn off automatically after five minutes of inactivity. Where possible, we reduce monitor brightness to the minimum comfortable level.	Computer Monitor Power-saving Setting	e.g., Internal communications	2
EC7	O	13	**Water Boiler** We have installed a timer control or manually turn off water boiler in the pantry during the night time and on long weekends when no staff members are present.		e.g., Photo or work order for installing timer	3
EC8	O	12, 13	**Delamping** We have removed excessive artificial illuminations based on the illumination assessment conducted by EMO.	[EMO] Delamping Services Contact: 3943 4483 or 3943 4184	e.g., Photo or work order for delamping	3
				Sub-Total of Category 1: Energy Conservation		**11**
Category 2: Waste Reduction						
WR1	M	12	**Waste Recycling and Separation** We take the following measures to facilitate waste recycling and separation: • separate waste paper, plastics and metals from general waste, and deposit the recyclables at nearby recycling facilities; • engage university-appointed paper waste recycling companies to collect waste directly from our office; • segregate carton boxes from office paper waste and place carton boxes either at the carton box recycling cages or arrange for their collection by our waste contractor for recycling;	• 'Recycling Tips' Poster • Application Form for Office Paper Waste Recycling Services • 'Recycling Location' Poster	NA	NA

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
			• post 'Recycling Tips' posters near our office's waste separation facilities; and • introduce on-campus reuse/recycling facilities for miscellaneous resources (e.g., glass bottles, old clothes and banners) and post the 'Recycling Locations' poster in office/pantry.			
WR2	M	11, 12	**Furniture and Electrical Equipment Management** For the management of furniture and electrical equipment: • We reuse our existing furniture and/or electrical equipment as far as practicable when planning for relocation or renovation. • For unwanted/surplus furniture and/or electrical equipment that is still in good condition, we try to make it available for reuse by other offices, through postings in the ITSC's Weekly Mass Mail. • We dispose of unserviceable electrical equipment or equipment without a new owner according to the relevant procedures in the Waste Management Guidelines.	Waste Management Guidelines (2.3 – Used Electrical and Electronic Equipment, 2.4 – Used Furniture and Equipment)	NA	NA
WR3	O	12	**Used Printer Cartridges Recycling** We recycle our used printer cartridges through the supplier or place them at the Yard of Environmental Sustainability.		e.g., Collection receipt or photo	2
WR4	O	12, 13	**Reusable Containers and Cutlery** We use reusable containers and cutlery to serve drinks and food in meetings and gatherings. If it cannot be arranged, we use eco-friendly or biodegradable alternatives.		e.g., Photo or invoice/receipt for catering service	3
WR5	O	12	**Office Supplies Sharing** We have established a designated area in our office for sharing office supplies that can be re-used and re-distributed.		e.g., Photo or memo	3
					Sub-Total of Category 2: Waste Reduction	**8**
Category 3: Paper Reduction						
PR1	M	12, 13	**Going Electronic** We go electronic and reduce paper consumption whenever possible.	Waste Management Guidelines (2.1 – Paper Waste)	NA	NA

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
PR2	M	12, 13	**Eco-Printing** When unable to avoid printing hard copies, we print in the following environmentally friendly ways: • do double-sided printing, which is set as the default on our computers; • use one-sided scrap paper, which is collected and placed near our printers; • format documents to minimise the amount of printing paper required, e.g., use space efficiency layout, reduce paper margins and fit multiple pages per sheet when printing; and • use a lower printing resolution or Econoprint/Ecoprint Mode to save toner when printing drafts and other documents to be circulated within the office.	• Double-sided Printing Setting • Page Margins Setting • Toner-saving Setting	NA	NA
PR3	O	12, 13	**Issuance of e-Promotional Materials** We issue newsletters, brochures, handbooks and promotional materials in e-version and minimise the number of hard copies printed and distributed. Whenever possible, we include a message on hard copies to encourage readers to subscribe to the e-version instead and to circulate the printed matter and recycle it after reading.		e.g., Internal communications	2
PR4	O	12, 13	**Subscription of e-Publications** We subscribe to the e-version of different publications and circulate a minimal number of the hard copies in the office.		e.g., Internal communications	2
PR5	O	12, 13	**Annual Paper Usage** We keep track of our office paper usage and set goals on paper usage reduction annually. 1 point each for consumption figure and reduction goal		e.g., Paper consumption figures and reduction goals	2
PR6	O	12, 13	**Reduction on Annual Paper Usage** We have reduced office paper consumption this year compared with last year.		e.g., Paper consumption figures of this year and last year and	5

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
			(Please indicate the amount of paper reduced and % of reduction.) <5%: 1 point; 5–10%: 2 points; 11–15%: 3 points; 16–20%: 4 points; >20%: 5 points		the percentage of reduction (purchasing order should be provided upon request)	
					Sub-Total of Category 3: Paper Reduction	**11**
Category 4: Green Purchasing						
GP1	M	12, 15	**100% Recycled Paper** We use 100% recycled A3 and A4 white paper for in-house printing and photocopying.	[FNO] CUHK Centralised Tenders	NA	NA
GP2	M	12, 13, 15	**Green Purchasing Guidelines** We ensure that our purchases (apart from A3 and A4 white paper) comply with the mandatory requirements stated in the Green Purchasing Guidelines.	Green Purchasing Guidelines (Section 4 – Mandatory 'Green Actions')	NA	NA
GP3	O	12, 13, 14, 15	**Other Paper Products** We purchase or customise other paper products (e.g., name cards, envelops, letterheads, publications and promotional materials) according to the following specifications: • must contain a minimum of 30% recycled content; • must originate from a sustainably managed forest certified by internationally recognised standard (e.g., FSC, PEFC) for virgin fibre contents; • must contain no or minimum level of varnish and coatings; and • must use soy-based or vegetable-based inks.	Green Purchasing Guidelines (Appendix A – Recommended 'Green Products' and their 'Green Specifications')	e.g., Specification of purchased items	2
GP4	O	11, 12	**Furniture or Equipment Purchasing** Before purchasing any new furniture or equipment, we first consider whether the requisite items are being offered by other offices through postings in the ITSC's Weekly Mass Mail.	• Waste Management Guidelines (2.4 – Used Furniture and Equipment)	e.g., Email correspondence of receiving furniture or equipment from other offices	3

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
GP5	O	1, 12, 13, 14, 15	**Other Purchases** We purchase other necessary supplies and services (apart from the mandatory items listed in the Green Purchasing Guidelines) with due weight being given to the following green attributes where applicable and practicable: • durable, refillable and upgradable; • locally manufactured; • minimal packaging and with options to purchase in bulk; • produced by suppliers with good compliance with environmental legal requirements; • with green certifications; and • engagement of services from social enterprises which employ disadvantaged and minorities. 1–2 items: 1 point; 3–4 items: 2 points; 5–6 items: 3 points; 7–8 items: 4 points; 9–10: 5 points; >10 items: 6 points	• Green Purchasing Guidelines (Section 3 – General Principles) • [FNO] CUHK Centralised Tenders	e.g., Specification of purchased green items	6
				Sub-Total of Category 4: Green Purchasing		**11**
Category 5: Green Event Management						
GE1	M	12, 14, 15	**Sustainability-conscious Food Consumption** We do not order or serve dishes that contain endangered species or unsustainably-harvested/produced ingredients for our events and gatherings.	Green Purchasing Guidelines (Section 4.1 (xv) – Sustainability-Conscious Food Consumption)	NA	NA
GE2	M	12, 13	**Single-serving and individually Packed Items** We do not provide single-serving bottled water of one litre or less and corsages, and avoid individually packed beverages and food items at any events. If name badge holders are used, we choose reusable ones and collect them after the event.	• Guidelines for Sustainable Event Planning and Management • Manual Drinking Water Pump Borrowing Form	NA	NA
GE3	O	12	**Low-carbon or Socially-responsible Food Options**		e.g., Specification of purchased green	2

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
			We offer low-carbon or socially-responsible food options such as vegetarian dishes and fair trade, organic coffee, tea or snacks in our events.		items and invoice/receipt	
GE4	O	12	**Food Portions** We order and serve food portions appropriate for the number of participants. Where possible, we inform the caterer(s) to reduce the pre-ordered food portions when attendance is lower than anticipated.	'Green Tips – Food' on CPSO website	e.g., Menu, invoice, the participant list, etc.	2
GE5	O	12	**Handling of Surplus Food** We encourage participants to takeaway the leftovers or donate surplus food to the charities.		e.g., Photo or email with the charities	2
GE6	O	12, 13	**Minimising the Usage of Disposables** We use the following methods to minimise the usage of disposables: • encourage meeting attendees and event participants to bring their own water bottles, containers and/or cutlery; • use reusable containers and cutlery to serve drinks and food; and • avoid to provide individually packed beverages and food items in our events.	• Guidelines for Sustainable Event Planning and Management • Manual Drinking Water Pump Borrowing Form	e.g., Photo or in-house event guidelines	3
GE7	O	12	**Measures to Reduce Waste** We adopt measures to reduce waste at source, facilitate waste separation and arrange in advance for the collection of recyclables.		e.g., Photos or in-house event guidelines	3
				Sub-Total of Category 5: Green Event Management		**12**
Category 6: Awareness and Engagement						
AE1	M	11	**Information sharing on GO!** We inform our staff members of the office's participation in the Green Office Programme ('GO!'), share information about our efforts on sustainability and encourage them to support related initiatives. We share the information on campus sustainability and GO! with new staff members when they join us.	• 'Sustainability at CUHK' Website • *CUHK Sustainability e-publication* • Green Office Programme	NA	NA

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
AE2	O	3, 13	**Reducing Carbon Emissions from Transportation** We encourage our staff members to reduce carbon emissions from transportation: • take public transport, carpool, cycle or walk to work; and • utilise video/web conference or/and combine visits of business travel, to avoid unnecessary overseas business travel where applicable.		e.g., Internal communications	2
AE3	O	11	**Raising Awareness of Sustainability** To raise awareness of sustainability, we encourage our staff members to: • register as a member of 'CU Green Buddies'; and • join the activities organised by GO! and CU Green Buddies.	• CU Green Buddies (Registration; Facebook; Instagram) • Green Office Programme	e.g., Internal communications	2
AE4	O	3	**Team Building Activities** We host team building activities (with sustainability as one of the topics) such as development workshops, field trips/visits and celebration of milestones. 1–3 activities: 1 point for each activity; >3 activities: 4 points		e.g., Photo and/or documents	4
AE5	O	3, 13	**Community Services** We host/encourage our staff members to participate in community services, especially related to environmental protection and sustainability. 1–3 activities: 1 point for each activity; >3 activities: 4 points		e.g., Photo and/or documents	4
				Sub-Total of Category 6: Awareness and Engagement		**12**
Category 7: Workplace Health and Wellness						
HW1	O	11	**Office Greening** We engage our staff members to manage the greening of their offices/workstations.		e.g., Photo and/or internal communications	2

No.	M/O[1]	SDGs	Action	Resources	Evidence	Points
HW2	O	3, 11	**Workplace Health-related Initiatives** We undertake workplace health-related initiatives, such as team sport events, nutrition education, cooking demonstrations, promotion of flexible plant-based diet and promotion of drinking water. 1–3 initiatives: 1 point for each initiative; >3 initiatives: 4 points		e.g., Photo and/or documents	4
HW3	O	3, 8	Safe and Healthy Work Environment We ensure a safe and healthy work environment for both staff members and students. Up to 4 actions taken: 1 point for each action	[USO] General Safety Information	e.g., Photo and/or documents	4
					Sub-Total of Category 7: Workplace Health and Wellness	**10**
Category 8: Innovation						
IN1	O	Any one or more	**Self-initiated Projects or Processes** We initiate project(s) or process(es) in line with the objectives of GO!. Up to 3 projects taken: up to 3 points for each project		e.g., Description of the project(s) or process(es) with the relevant SDGs	9
					Sub-Total of Category 8: Innovation	**9**
					Total	**84**