



ADLINGTON & DISTRICT COMMUNITY ASSOCIATION

POLICY DOCUMENT 6 – ENVIRONMENTAL MANAGEMENT OF PREMISES

ENVIRONMENTAL MANAGEMENT OF PREMISES

Purpose

- 1.0 To establish guidelines for the environmental management of ADCA premises.

Scope

- 1.1 Applies to all Committee Members, Staff, Volunteers and users of these premises.

Responsibility

- 1.2 The Associations Committee is responsible for monitoring the environmental performance of the office premises.
- 1.3 All Committee Members, Staff, Volunteers and users of these premises are responsible for reducing energy usage and waste generation.
- 1.4 Actions:

Energy

- All unnecessary equipment to be switched off when not in use
- Energy usage to be considered when purchasing new equipment
- Turn on power save options on appliances, where practicable

Stationery

- Purchase recycled and chlorine free paper for printers
- Set printers to double sided printing as default
- Encourage staff to read off screen rather than printing out
- Where possible, use local suppliers
- Return junk mail to senders
- Issue reports, correspondence and marketing material electronically, where possible

Waste

- Recycle printer cartridges
- Donate old computers and phones to charities
- Purchase remanufactured toner cartridges, where possible
- Provide battery box for dead batteries

Water Use

- Ensure water is not left running and washing up is undertaken in filled sink.
- Encourage us of water butts for outside gardens and planters.
- Encourage staff to use reusable cups.