

Environmental Guidelines for Students

The underlying principle in material/resource consumption is to:

- Use the materials efficiently so as to reduce unnecessary wastage and minimise consumption.
- Consider environmentally preferred alternatives, such as the utilization of recyclable and/or renewable resources.

	Action
Printers and Photocopiers	
a)	Print in draft quality when possible.
b)	Place copiers and printers in well-ventilated areas.
c)	Recycle old cartridges and toners – participate in cartridge/toner exchange program when possible.
Electricity Consumption	
d)	Purchase electronics with energy saving function and/or higher energy efficiency wherever possible.
e)	Put equipment (including but not limited to fax machines, computers, monitors, copiers, and printers) on energy saving mode where possible.
f)	Set computers and monitors to shut down automatically after prolonged period of idling.
g)	Switch off computers and lighting when not in used for extended periods.
h)	User-controlled air-conditioning should be switched off upon vacating the area.
i)	All external windows in air-conditioned rooms should be kept closed at all times.
j)	Keep the temperature of air-conditioner at 25°C or above in summer months.
Paper Usage	
k)	Use both sides of paper and even with the function of multiple-up for printing and copying where possible.
l)	Establish single-sided used paper collection boxes near to the sources of high paper usage, such as photocopiers, printers and fax machines.
m)	Use recycled paper for envelopes, letterhead, name card and paper for general use where practicable.
n)	Collect paper for recycling and place them in recycling bins.
o)	Use the blank side of discarded memos and documents.

	Action
p)	Use e-mail or verbal communication rather than paper copy wherever possible.
q)	Use reusable paper in copiers where applicable.
r)	Reuse used envelopes for circulation.
s)	Minimise use of post-it notes.
t)	Avoid handing out paper flyers; instead use internet, newspapers, bulletin boards and television for advertisement.
Water Consumption and Pollution	
u)	Avoid excessive use of water.
v)	Purchase furniture that is durable, useful, and/or made from environmentally friendly or recyclable materials.
w)	Do not discharge any chemicals in any drains.
x)	Report leakages as soon as possible whenever detected.
Miscellaneous	
y)	Avoid the use of disposable plastic utensils.
z)	Use reusable stationery (such as refillable pen) as far as possible.
aa)	Use rechargeable batteries and solar/light powered appliances such as calculators to avoid battery disposal as far as possible.
bb)	Use refillable containers for cleaning products.
cc)	Consider the use of green products, such as recycled paper and biodegradable liquid soap, etc. as far as possible.
dd)	No smoking is allowed indoors.
ee)	Reuse packaging material as far as possible.
ff)	Minimise the noise when performing daily activities.