



Western

STAFF AWARENESS

SUSTAINABLE ACTIONS CHECKLIST¹

Questions?	Solutions!
Are lights left on overnight or in rooms not being used?	☆ Place a reminder sticker on light switches for the 'last to leave' to turn the lights off.
Are computers in your department left on all day, over lunch or over night?	☆ Set power settings to sleep after 5 minutes. ☆ Turn off your computer when it is not in use.
Are printers turned on immediately in the mornings and left on all day?	☆ Turn your printer on only when you need it (for the 1st print of the day, not in the morning).
Is your office space too cold in the winter or too hot in the summer?	☆ Dress properly. Use layers of clothing in all seasons so that you can add layers in the winter and shed layers in the summer. ☆ Turning down the heat in the winter or turning up the thermostat in the summer by just one degree can save loads of energy! Contact Client Services at extension 83304 if you need assistance adjusting the temperature in your area.
Is the refrigerator in the kitchen old?	☆ Increase its energy efficiency by ensuring coils at the back and underneath are clean and dust-free.
Do you have a lot of non-confidential paper with one blank side?	☆ Create a one-sided scrap paper collection box, or use a UTOSS (Use the Other Side Scratch Pad) bin to collect paper (graphicservices.uwo.ca/utoss)
Like having a morning (or more) coffee/tea?	☆ Bring your own mug! Hospitality Services offers a 10 cent discount on beverages served in reusable mugs.
Doing a lot of printing? Drowning in paper?	☆ Reduce paper use by setting your margins to 1" by default. ☆ Reduce printing of electronic documents by an efficient electronic filing method. ☆ Double side the printing of drafts & other work. Set photocopier and printer default settings to double-sided printing.
Is there garbage in the recycling bin or recycling in the garbage can?	☆ Encourage proper disposal by ordering more recycling bins or garbage cans for your area. ☆ Print up-to-date recycling posters which explain proper bin use. ☆ Please visit http://sustainability.uwo.ca/ for these and other recycling needs!

¹ Adapted from Sustainable Concordia's Ambassador Program

Do you or your colleagues use batteries?	<ul style="list-style-type: none"> ☆ Try using Rechargeable Batteries. ☆ Battery recycling bins are located on every floor in most building (close to the Green Board!)
Have an empty printer cartridge?	<ul style="list-style-type: none"> ☆ Return empty cartridges to the place you bought/ordered them from. Office Max (Grand & Toy) delivery workers will also accept empty cartridges upon delivery.
Want to rate your consumption patterns?	<ul style="list-style-type: none"> ☆ Calculate your ecological footprint at: http://www.myfootprint.org/
Want to improve and make the world more economically equitable?	<ul style="list-style-type: none"> ☆ Buy certified Fair Trade products (such as coffee, fruit or clothing).
Want to get more nutritional content from your food, help local farmers and reduce global warming?	<ul style="list-style-type: none"> ☆ Buy local! This saves on transportation costs, helps the local economy and food is fresher and more nutritious than when it is ripened on a truck!
Want to help maintain the ecosystems that supply us with food and other resources?	<ul style="list-style-type: none"> ☆ Buy certified organic food. Avoid pesticides, chemicals & preservatives, maintain good soil practices and biodiversity.
Want to be a conscientious consumer and exercise your purchasing power?	<ul style="list-style-type: none"> ☆ Consider the life cycle of the product you're about to buy by asking: Where did it come from? Who was involved in making it? Were workers treated fairly? What resources were used? How much unnecessary packaging is there? How far did this travel to get here? Where is this going once I am done with it?
Want to improve the quality of life at work for yourself and those around you?	<ul style="list-style-type: none"> ☆ Make your workplace inviting and comfortable using art, plants, or other personal touches. ☆ Ensure the ergonomics of your desk and computer are correct (visit Western's Ergonomics Program website by searching "Ergonomics" from the homepage). ☆ Incorporate mixed activities in your day to reduce intensive sessions on the computer.
Want to help those more disadvantaged than you?	<ul style="list-style-type: none"> ☆ Donate time, money or materials to a charity or group of your choice (be sure to research first to ensure your donation will go where you want it to).
Want to improve the sense of community amongst your colleagues?	<ul style="list-style-type: none"> ☆ Organize an event or activity that's simple, easy and fun: potlucks, showers, brunches, dinners, or lunch time walks.
Want to improve your sense of community connectedness?	<ul style="list-style-type: none"> ☆ Checkout the huge list of community events happening throughout the year at Western and in London and get involved. ☆ Offer to tutor or take a course! ☆ Appreciate diversity by engaging those who are different from you in conversations and discussions.

For more information, please contact:
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<http://sustainability.uwo.ca/>