

SWIN
BUR
NE



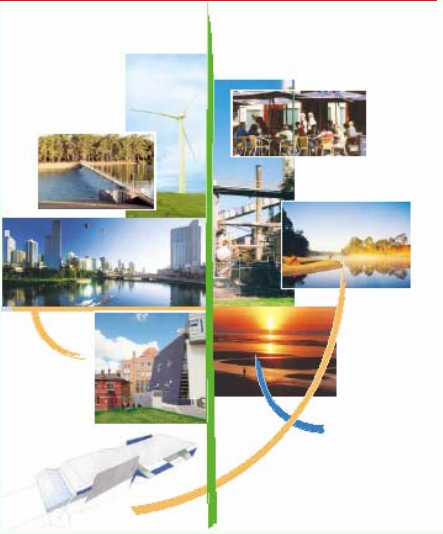
SWINBURNE
UNIVERSITY OF
TECHNOLOGY



The Green Office program

Sustainable Use of Office Equipment

Darren Moore





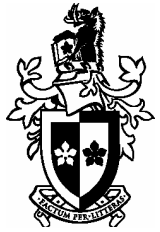
Presentation Outline

- Green Office Program overview
- Sustainable Use of Office Equipment
- Questions/open discussion
 - Feedback from paper theme
 - General green office issues
 - Future themes



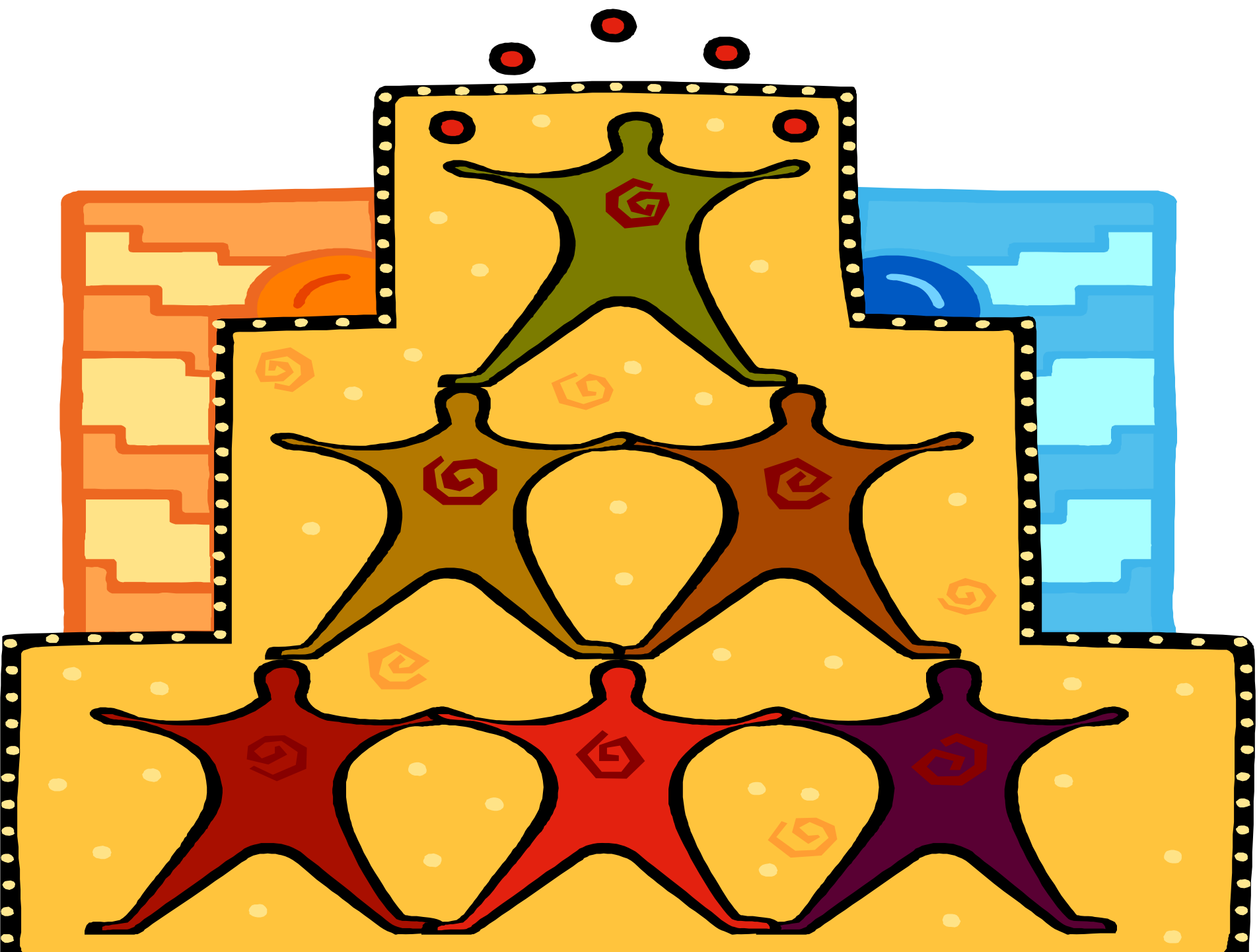
Overview

- Linked to Sustainable Swinburne initiative
- Permanent University-wide program
- Coordinated by National Centre for Sustainability
 - Staff
 - Website
 - Green Office section on NCS website
 - Regularly updated
 - <http://www.swinburne.edu.au/ncs/swingreenoffice>



The story so far

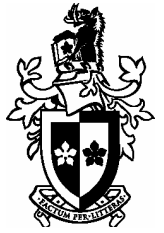
- Selective invitations initially
 - Dept managers asked to nominate a GOR
 - Good initial response but need more recruits
- First seminar in March 2005
 - Theme 1 – Paper
 - Environmental Office Assessment
 - To collect baseline data
- Official email
 - Much better response



Faculty of Information & Communication Technologies (ICT)	Faculty of Engineering and Industrial Sciences	Faculty of Design	Faculty of Business and Enterprise	Faculty of Life & Social Sciences
Dean Prof. Doug Grant	Dean Prof. Tom Spurling	Dean Prof. Helmut Lueckenhausen	Dean Prof. David Hayward	Dean Prof. Russell Crawford
Faculty Manager Ms Moyra Rheinberger	Faculty Manager Mr Ashley Chester	Faculty Manager Ms Liz Standley	Faculty Manager Mr Gerard Shanahan	Faculty Manager Ms Grace Bol
Major sub-entities	Major sub-entities	Major sub-entities	Major sub-entities	Major sub-entities
Centre for Astrophysics & Supercomputing	IRIS	National Institute of Design	Australian Graduate School of Entrepreneurship	Institute for Social Research
Centre for Molecular Simulation	Minifab (Microtechnology & MEMS)	The Design Centre	Centre for Business, Work & Ageing	Brain Sciences Institute
Centre for Advanced Internet Architectures	SOLL, CMP, CIAO	Swinburne School of Film & Television	Australian Foresight Institute	Graduate School of Integrative Medicine
Swinburne Center for Human-Computer Interaction		National Institute of Design Research	Centre for Business and Management Research	Centre for Psychological Services
Centre for Software Engineering				Australian Centre for Emerging Technologies
Centre for Intelligent Systems & Complex Processes				Centre for Neuropsychology
Centre for Internet Computing & Ecommerce				Sensory Neurosciences Laboratory

Higher Education – Org chart

Green Office Representatives



■ What is the role of a GOR?

Gain **knowledge**

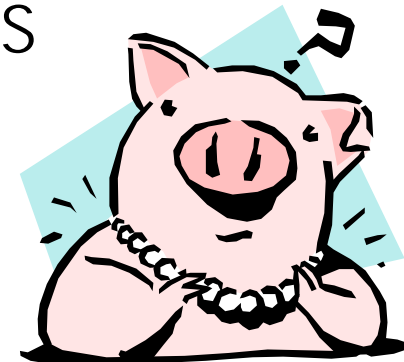
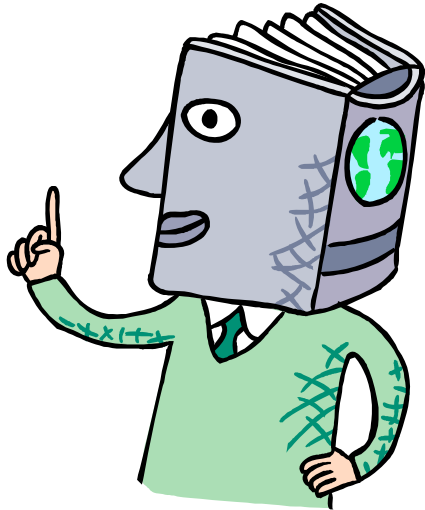
Take **action**

Encourage others

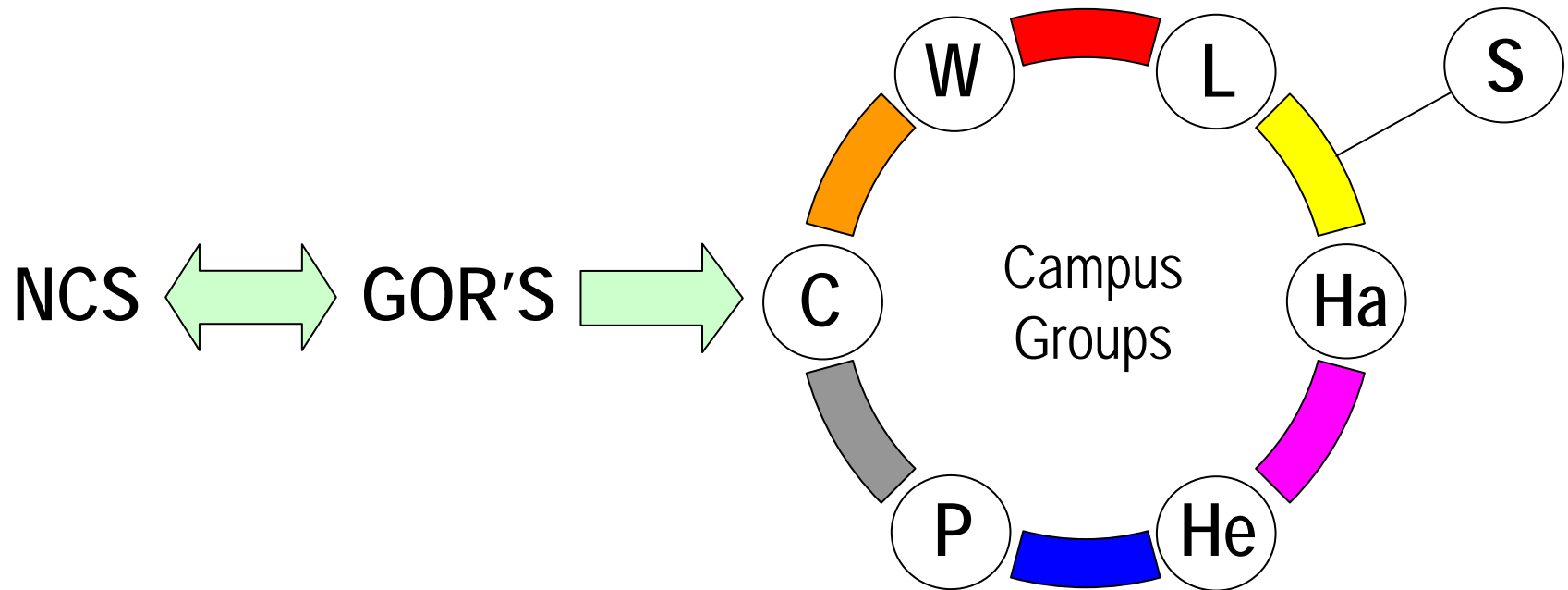
Monitor progress

Report findings to NCS

Ask **questions**



Communication is the key



Ultimate aim



■ Environmental savings

- Purchase only energy efficient equipment
- Recycle 100% of all toner cartridges

■ Financial savings

- Efficient use of resource
- Departmental and university-wide

■ Social benefits

- Healthier work environment
- Improve sense of community among staff



Sustainable Use of Office Equipment



“Computers”

■ Power management options

Disable screen saver

- Uses more energy than when in use

- Extending the life of the screen irrelevant (generally replaced before the end of its life)

Shorten “turn off monitor times”

- Can save up to \$30 per monitor/yr

- Not for hard drives (ITS recommendation)



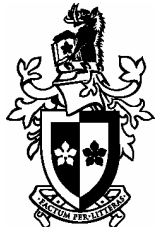


“Computers”

■ What about recycling?

- At Swinburne, old TAFE computers are reused or sold to staff/students
- Higher Ed leases computers so they are returned to supplier
- NCS is investigating other options
 - IBL students to rebuild old machines and sell to public





“Computers”

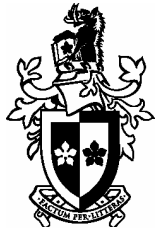
Did you know.....

Switching off your monitor when not in use can save almost \$30 and 400 kilograms of greenhouse gas emissions per year

How many monitors are in your office?

How many across the Swinburne?





“Photocopiers and Printers”



■ Avoid using in the first place

Store information electronically

Meeting agendas/minutes

Emails

Use PowerPoint presentations instead of handouts at meetings

Ask yourself

“Do I really need a hardcopy for the file?”

“Will everybody at this meeting really need a hardcopy, or can I just refer them to a web link?”

Saves energy, paper, money, time.....!





“Photocopiers and Printers”



■ Power saving modes

- Set default sleep times to as low as possible

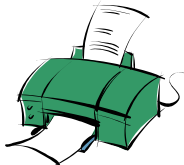


■ Printing/copying techniques

- Economy mode/draft mode
- Photocopy in batches



■ Turn off at night!





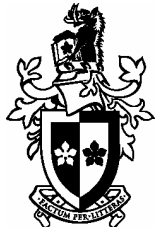
“Photocopiers and Printers”



Did you know.....

An average photocopier left on continuously for 7 years will create 80 tonnes of CO₂ emissions and consume \$1500 of electricity





“Consumables”

- Types of consumables

- Fax/printer cartridges, drum units, printer ribbons, toner cartridges



- Significant financial/environmental cost

- Print in economy/draft mode instead to extend the life of the cartridge

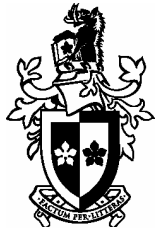


“Consumables”

- What about recycling?
 - All imaging consumables can be recycled
- Cartridges 4 Planet Ark
 - FREE collection service
 - Six offices in Swinburne currently use this service
 - Nearby offices can share



“Consumables”



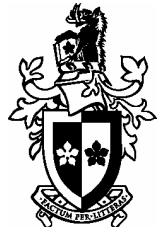
Did you know.....

In 2004, Australians used more than 18 million toner cartridges, resulting in 1500 tonnes of non-biodegradable waste. That's enough to fill the MCG up to 1 metre deep.

The original inhabitants of this land had a saying -
'Every time you take something from the Earth,
you must give something back.'



Products made from recycled e-waste



Biome Living



Questions/open discussion