



Sustainability @ UB

Sustainability Champions Action Plan

Action	Target	Resources
1. Present on Sustainability @ UB at next staff meeting or to manager	<ul style="list-style-type: none"> • Manager supportive of involvement • All staff in team aware of Sustainability @ UB program 	Sustainability @ UB information sheet Support from Sustainability Officer
2. Use recycled office paper	<ul style="list-style-type: none"> • Trial of Vision Pure White • 20% of paper purchased is recycled 	Trial ream of Vision Pure White
3. Print double sided and reuse single sided paper	<ul style="list-style-type: none"> • Instructions for double sided photocopying at all photocopiers • Single sided reuse tray alongside all printers/photocopiers 	Lids of paper ream boxes Sign for single sided reuse tray
4. Switch computers and monitors to power save mode and switch off at end of day	<ul style="list-style-type: none"> • All champions' computers switched to power save mode and switched off at end of day • 50% of school/section computers switched to power save mode 	Instructions for switching to power save Switch Off reminder posters
5. Recycle paper, cardboard, plastics, glass and cans	<ul style="list-style-type: none"> • 90% of desks with recycling boxes • Less than 5% contamination in all recycling bins 	Paper ream boxes Recycling sign for side of paper ream boxes
6. Limit use of personal heaters or fans and switch off at end of day	<ul style="list-style-type: none"> • All heaters switched off at end of day • Less than 10% of staff using a personal heater 	Switch Off reminder posters
7. Report all leaks and drips in all sinks, basins, toilets and urinals in the building	<ul style="list-style-type: none"> • Posters displayed in all bathrooms and kitchen promoting Water Wise • Elimination of all leaks and drips 	Water Wise posters and reminders WMMS Coordinators in your school/section
8. Display end of day and weekend prompts	<ul style="list-style-type: none"> • End of day and weekend shut down/switch off prompt at all office/lab/workshop exits 	End of Day and Weekend Shut Down posters
9. Monitor commitment	<ul style="list-style-type: none"> • Champions aware of sustainable behaviour in their area 	Support from Sustainability Officer
10. Promote good news	<ul style="list-style-type: none"> • Sustainability @ UB updates forwarded to colleagues 	Sustainability @ UB newsletter Support from Sustainability Officer

