

# TOP 20 CAMPUS SUSTAINABILITY ACTIONS

Small actions done by a lot of people can have a big impact. Pick a few of these to get started:

1. Always turn off the lights when you leave your office or meeting room or class room.
2. Set up a voluntary office compost system in your lunch room.
3. Save your data to a shared drive so that you can shut down your PC completely at the end of the day.
4. Set all printers and copiers to default double-sided mode.
5. Cycle to work – you'll eliminate greenhouse gas emissions with your daily commute, save money and get in shape!
6. Order one of the new Kyocera high efficiency multi-purpose machines to consolidate printers, faxes, scanners and copiers around your office, and set it to go into standby mode after 30 minutes of inactivity.
7. Always carry a reusable coffee mug and water bottle with you.
8. Next time you upgrade your PC, consider a laptop vs. a traditional desktop (uses about ¼ the energy to run).
9. Compost your disposable coffee cup (remember to remove the lid first)!
10. Connect all of your electronic equipment to a power bar that you can shut off when you leave to reduce "phantom load" of electricity.
11. Purchase a discounted employee monthly bus pass from Campus Security (savings of 55%!).
12. Set your PC & screen to go into standby mode after 15 minutes of inactivity (uses 90% less energy).
13. Leave the car at home at least 2 days per week.
14. Use task and natural light to light your office instead of overhead fluorescents.
15. Only order 100% post-consumer recycled paper for use in the office (the UVic standard).
16. Consolidate office supply orders so that vendors make less trips to campus and return your delivery boxes to the supplier for reuse.
17. Bring your own bag when shopping at the bookstore.
18. Get a copy of the "Zero Waste Events" brochure before you plan your next event.
19. Flatten all cardboard and leave in the hallway or copier room for janitorial pick up.
20. Join the UVic Employee Victoria Car Share Co-operative program.

