



# TWGHs Katherine Ma Kindergarten

## Environmental Policy

### Purpose

Daily work Practices to implement “Energy Management” , “Material Management” and “Environmental Education Mission”

# 《Saving Energy Guideline》

## 1. Saving electricity

- 1.1 Using compact fluorescent lamps or light pipes.
- 1.2 Select electrical appliances with “Grade 1” energy label to save energy.
- 1.3 Use natural light as much as possible to reduce energy consumption.
- 1.4 Wear light clothing in hot months to minimise the need for air conditioning.
- 1.5 When using the air conditioning system, keep windows and doors shut to prevent the leakage of cool air.
- 1.6 Keep the indoor temperature at an appropriate level (25.5℃), and install a thermometer in the room to adjust the air conditioning system.
- 1.7 When direct sunlight is in the room, use curtains to reduce the indoor temperature.
- 1.8 Adjust electrical appliances or equipment to an energy saving mode as far as possible. (Computers should be set to automatically switch off the monitor if it has not been used for a period of time.)
- 1.9 Turn off unnecessary or unused air conditioners, lighting, electrical appliance etc., and reduce the use of other personal electrical appliances.
- 1.10 Turn off all energy supplies when leaving classroom, activity rooms or offices
- 1.11 After class, ask teachers to gather in one room to work to reduce energy consumption.
- 1.12 Regularly clean and check whether the equipment is opening properly, and repair or replace it if necessary to reduce energy consumption.

## 2. Saving Water

2.1 After using water, please turn off the water tap.

2.2 If there is water dripping from a tap or water pipes, immediately notify the person in charge to avoid wasting water.

2.3 Install a device that automatically turn off the tap to reduce water consumption.

2.4 Adjust the storage volume of flushing water to avoid excessive water use.

2.5 Arrange for designated staff to regularly check the water supply system to ensure that there are no leaks.

## 3. Saving Fuel

3.1 Properly arrange the route of the school bus / school private light bus to reduce fuel consumption.

3.2 Ask your bus driver to turn off the ignition if the school bus engine is idling for more than 3 minutes in any 60-minute period.

3.3 Avoid unnecessary acceleration or deceleration when driving to reduce fuel consumption of the school bus.

3.4 The air conditioner in the car should be maintained at 25.5°C.

3.5 All employees are encouraged to use public transport wherever possible.

# 《Reduce Waste Guidelines》

## 1. Saving Paper

- 1.1 Use computerized office equipment (such as shared servers) to store documents, etc.) to reduce paper consumption.
- 1.2 Please check clearly before printing to avoid printing errors to reduce waste.
- 1.3 Make use of the “Digital Photo System” to store and archive photos.
- 1.4 Use the intranet, the internet and electronic media as internal and external communication channels to reduce of hard copies of documents.
- 1.5 Use the school website to distribute message and photos.
- 1.6 Use paper on both sides.
- 1.7 Circulate documents instead of providing personal copies.
- 1.8 Select an appropriate mode for writing documents to reduce the number of printing sheets.
- 1.9 Reduce the use of envelopes and use the “Post Circular Service” to send promotional materials.
- 1.10 Encourage employees to bring their own handkerchiefs and reduce the use of toilet paper,
- 1.11 Encourage employees to be careful not to tear envelopes when opening letters.  
Envelopes in good condition can be reused.

## 2. Saving Stationery

2.1 Reuse stationeries as much as possible (such as stapled rings, envelopes, folders, etc.)

2.2 Use supplementary stationery as much as possible. (such as ballpoint pen refills, etc.)

2.3 Remind staff to use stationery already in stock before ordering more.

2.4 When possible, print fewer documents to save ink or toner.

## 3. Saving on Utensils

3.1 Provide reusable utensils and cups to reduce the use of disposable food items.

3.2 Use environmentally friendly cleaning products to wash tableware (such as non-phosphorus detergents, eco-friendly soaps, etc.)

3.3 Reduce the amount of disposable utensils provided during meetings, and use teapots to store hot water for participants to drink.

## 4. Saving on Packaging

4.1 Avoid individual packaging when selecting items.

4.2 Select packaging materials of suitable size to avoid waste.

4.3 Recycle boxes, packaging fillers and other packaging or shipping materials.

# 《Recycling Waste Guideline》

## 1. General Waste

1.1 Set up a waste classification system, install recycling bins, and encourage employees to reduce wastes.

## 2. Recycle Paper

2.1 Set up waste paper recycling bins near printing machines and in classrooms.

2.2 Waste paper can be divided into single-sided and double-sided for recycling purposes.

## 3. Printer Toner Cartridges

3.1 Collect used toner cartridges for recycling by contractors.

## 4. Discarded Batteries

4.1 Encourage the use of rechargeable batteries or solar electrical appliances and reduce battery disposal.

4.2 Collect waste batteries for recycling/proper disposal.

## 5. Indoor Air Quality

5.1 Put large-leaf green plants in the office, and encourage employees to plant small potted plants.

5.2 Always open windows as much as possible to circulate air and improve indoor air quality.

5.3 Keep the ventilation system in normal operation, and regularly maintain and clean the dust filter,

## 6. Collection and Recording

6.1 Arrange for regular pest control, and cleaning ventilation systems and carpets regularly.

\*Regularly share green tips and try and implement these as much as possible!\*