

DO'S and DON'TS in 2C2

What can we contribute in saving our nature?! The management has provided the prestigious Green Building for us to work with. Now it's our responsibility to make sure it's working!

What we can do in;

Electricity

- Please make sure the lighting for utility room, store room, filing room and other dedicated rooms are **SWITCHED OFF** before you leave the room.
- Please **DO NOT** forget to switch off your computer's plug before you go back (it can contribute up to 10% electricity savings!).
- Please **DO** turn your computer into 'Sleep Mode' or 'Standby Mode' while you are away for few hours (meetings, site visits, etc.).
- Please **DO NOT** bring or used any personal electrical appliances i.e. microwave, rice cooker, etc.

Air Conditioning

- Please **DO** make sure all of the doors and windows to be closed at all times.
- The temperature in the office will be set at $24^{\circ}\text{C} \pm 1^{\circ}\text{C}$, please take out your jacket, blazer or coat if you feel a bit warm.

Office Equipments

- Please **DO** think before you print. Please print the necessary final document only.
- Please **DO** print for both side of paper except for the formal documents such as tenders, contracts and etc.
- Please **DO** re use envelopes, paper and other reusable item for any work if possible.

Waste Management

- Please **DO** recycle all of the recyclable materials.
- Please **DO** segregate all of the waste according to its category.
- Please **DO** make sure all of the organic waste is disposed in the organic waste bin (for composting purpose).
- Please **DO** make sure all of the electrical and electronic waste is sent to the Building Management Office for disposal.

Water Usage

- Please **DO** use minimum water consumption.
- Please **DO** immediately report any leaking.
- Please **DO** close any running water tap.

NON – Smoking Area

- Please **DO NOT** smoke in the building. It is prohibited to smoke within 10 meters from the building entrance and perimeter.
- **DO** smoke at the designated area only.

Others

- Please **DO NOT** brings any potted plants to the office.
- Please **DO NOT** brings any aquarium to the office.
- Please **DO NOT** let your vehicle engine run in 'idle' mode for a long period.
- Please **DO NOT** block any of glass curtain wall.
- Please **DO** use environmental friendly and energy efficient equipments/materials.

Together we SAVE our environment. Towards a better life!



Property Management Department, Property Services Division