

Recycle and reduce

Recycle

- White paper baskets are kept next to every printer in each office. When these are full please take the contents down to the basement store cupboard for depositing in the cardboard white paper bin. Please do not put plastic packaging in the paper recycling bag.
- Newspapers and colour paper are deposited in the separate bin in the basement store cupboard.
- Please ensure all recyclables are properly segregated.
- When these bins are full Monica will arrange for collection.
- All other recyclable waste (cardboard, paper and cans) except printer cartridges goes in the purple bins in the front courtyards for collection every Friday.
- Printer cartridges go to Monica who arranges collection.

Reduce

- Make maximum use of email, the common area (for sharing documents) and electronic information storage.
- Download documents rather than printing them off so we develop our electronic library – save them in the shared information folder in the common area.
- Use paper more efficiently – shrink your margins, print double-sided (all our printers can do this) and 2 pages per side (look in the 'properties' section when printing).
- Please walk, cycle or take public transport to work and encourage your visitors to do the same.
- If you are flying on business please ask the person paying for your flight if they will cover the cost of offsetting the carbon produced. The cost of this can be calculated at: www.climatecare.org/airtravelcalc/airtravelcalc.cfm If they won't pay please pass the information to David Edgar.
- If you need to take a taxi call 0845 456 4540 – they use hybrid and gas powered cars:
- If needed, use bicycle (not motorbike) couriers:
City of London Courier (E9 6HX) 0845 0600666
City Sprint (nationwide) 08707 510076
Streetbike.net (Soho) 020 7287 0033 www.streetbike.net
City Bikes 020 7735 5888
- Consider using telephone conferencing instead of asking people to travel to meetings -
Community Network 020 7923 5250 www.community-network.org/