New Green Office Areas on Campus
- Law Library
- UQ Centre
- International Admissions
- Marketing and Communication
- Arts Faculty
- School of Business
- Student Administration
- Occupational Health & Safety

Reminder:
Over 30% of waste from buildings that goes to landfill consists of paper that could be recycled – please encourage everyone to use paper recycling boxes and bins.

Hints and Tips
- Ask your IT section to include wording on the bottom of your school’s emails. For example “XYZ is embracing the Green Office. Please think before you print”.

Buying environmentally-friendly products
Did you know that you can buy paper with recycled content from the Property and Facilities Central Store? View the catalogue at http://www.pf.uq.edu.au/StoresCatalog.html

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How to Bribe Your Staff
Incentives provide a great way to motivate people to be involved in the Green Office Program.

Problem: Staff not taking notice of well placed recycling signs and continuing to place their recyclable waste in general waste bins
Tip: One area offers Freddo Frogs to those who consistently recycle
Result: Improved environmental culture in office and reduced chocolate cravings for preferred staff members

Email us with the initiatives that you have found works in your area.

Changing to a Green Office Culture
Changing a culture means changing behaviour and creating a different way of thinking. Key elements to create a Green Office Culture include:

- **Involvement - creates a sense of ownership**
  - Green Office assessment will provide feedback on what is already working and what isn’t.
  - Approach key staff to consider the results from the assessment and develop an action plan.
  - Take one step at a time. Make sure to ask/involve key staff in implementing new processes.
  - Make it fun and provide incentives.

- **Communication and participation**
  - Encourage recycling to reduce waste to landfill.
  - Establish ways to decrease energy usage which reduces greenhouse gas emissions.
  - Give feedback on the annual Green Office Assessment for the area.
  - Forward Green office Update emails.
  - Display Green Office posters in appropriate areas (e.g. above photocopiers).

Coming events - mark these in your diary!
**Environment Day Activities – 5 June 2006**
- Green Office Breakfast/Award Presentation.
- Trade Displays including environmentally-preferred products at the P&F Central Store.
- Unigreen/Green Office display
- Green Office competition – win a weekend for two at Kingfisher Bay Resort!

Next Green Office Update Session
- 24 August 2006 at 2.30pm

For further information, contact Environmental Services:
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- Project Officer Environment Ext: 57580 Email: l.thompson@pf.uq.edu.au
Website: www.pf.uq.edu.au/Ems/GrnOffPrgrm.html