



## **Green Housekeeping Policy**

Whitnash Town Council has an agreed environmental / sustainable development policy and plan.

The Council is committed to responsible practices and activities that are compatible with Sustainable Development. The Council strives to meet environmental needs and expectations of its membership and employees by actively trying to minimise the environmental impact of all its activities.

### **Cut waste**

Waste costs us money that could be spent more effectively.

### **Saving Energy**

- Switching off computers when not in use for long periods.
- Switching off lights
- Switching off heating, computers, lights, copiers, printers at the end of the day
- Keeping the heating in the office at a sensible level
- The Community Hall heating operates on a time switch and thermostat system enabling us to heat the hall at times appropriate to the hall being used.

### **Saving other resources**

Staff are encouraged to be economical in their use of stationery and other equipment.

- Use both sides of sheets of papers
- Set the copier to do double sided as standard when applicable
- Not print emails etc. unless we need to
- Avoid duplication of materials
- Envelopes are re-used where possible.

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- Waste paper that has only been used on one side is used as scrap paper / note paper for printing documents for internal use.
- Use refilled ink cartridges whenever possible

Recycling materials we've used:

- Office paper goes in to the red box for the collection system
- Take waste to recycling points that cannot be recycled through the system
- Compost green waste

Acting ethically:

- Look to support local traders and businesses
- Green purchasing policy and check before we buy

Waste Management:

Whitnash Town Council is committed to eliminating, reusing or recycling all waste wherever possible. Materials currently recycled include: paper, cardboard, plastic, glass, printer cartridges and envelopes.

<b>Date Approved: 17<sup>th</sup> November 2011</b>
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<b>Review Date:</b>
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