

CONSIDER CONSUMPTION!

GO GREEN!!!

Things that can be practiced daily and will become a habit:

1. LIGHTS

Artificial lights accounts for 44% of the electricity usage in buildings. Incandescent bulbs use 4 times more energy than is necessary to produce light. Energy saving bulbs use up to 75% less energy.

- a) Switch off lights when vacating the room for more than 15min
- b) Use natural light where possible.
- c) Halogen light bulbs requiring replacement must be replaced with energy saving light bulbs.
- d) Use timers to turn outside lights off at set times.

2. OFFICE EQUIPMENT & ELECTRICAL APPLIANCES

38% of all CO² emissions come from the electricity we generate.

- a) Turn off your computer before leaving the office at the end of the day.
- b) Switch off plugs to avoid hidden power usage. (e.g) If your cell phone charger is plugged in but not charging your phone –the charger is still consuming electricity.
- c) Set your computer to hibernate more quickly when inactive. (This can cut energy usage up to 70%)

- d) Use multi-function machines where possible. (The manufacturing of electronics uses a lot of resources including electricity, raw materials and water.)
- e) Replace CRT computer monitors with flat screen LCD monitors. (Flat screen monitors consume only about one-third of the energy)
- f) Use laptops instead of desktop computers where possible. (Laptops are the most energy-efficient computer/monitor combination).
- g) Make use of Internet fax service. (This reduces the need for another electronic machine and cuts down on paper).
- h) Recycle old office equipment.
- i) Switch off air-conditioners when not the office/boardroom. Use fans instead of air conditioners to cool when possible.
- j) Upgrade office equipment to more energy efficient appliances.
- k) Use smart plugs to turn appliances off at preset times.

3. PAPER & PRINTING

- a) Proof read your documents accurately before printing to reduce the number of prints made.
- b) Avoid colour printing and print in draft whenever possible.
- c) Only print essential documents.
- d) Instead of printing office memos for each employee, rather print one and circulate or email to all involved.

4. RECYCLING

- a) Get a recycle bin!
- b) PAPER: Fax paper, junk mail, envelopes can all be recycled.
- c) Old cellphones and pagers can be recycled too.
- d) Provide recycling bins in high traffic areas with clear information as to what can and cannot be recycled.
- e) Recycle paper and glass separately.
- f) Recycle batteries and use rechargeable batteries where possible

5. OFFICE SUPPLIES

- a) Use environmentally aware fiduciary institutions.
- b) Purchase office supplies and furniture made from recycled material where possible.
- c) Purchase pens that can be re-filled instead of having to be disposed of to a landfill sites.
- d) Cut the use of rubber bands – they cannot be recycled.
- e) Invest in staple-less staples.
- f) Go paperless where possible.
- g) Make it a habit to print on both sides of the paper.
- h) Print on the back of old documents.
- i) Buy recycled paper.
- j) Re-use old files and folders by sticking new labels over old ones.
- k) Recycle & buy remanufactured toner and ink cartridges. (According to statistics – Each remanufactured cartridge “keeps approximately 2.5pounds of metal and plastic out of landfills... and conserves about a half gallon of oil”.)

6. TRAVEL

- a) Use a bike messenger rather than a car.
- b) Form a lift club with colleagues living in your area.
- c) Invest in videoconferencing equipment to reduce the amount of employee travel.

7. PLANTS

- a) Have at least one large indigenous plant in each office. (This greatly increases the recycling of air).
- b) Reduce the amount of monocultures and plant indigenous trees and shrubs.

8. BATHROOM / KITCHEN

- a) Use hand-dryers instead of paper-towels.
- b) Ensure toilet cisterns are watertight. A continuously running cistern wastes a substantial volume of water.
- c) Install new washers on a dripping tap.
- d) Ensure that geysers are set between 55 and 60°c maximum.
- e) Turn off taps when washing dishes.
- f) Do not use anti-bacterial soaps.
- g) Use cutlery and crockery that can be washed and reused instead of using disposable materials.
- h) Only boil the kettle with the amount of water required, do not boil a full kettle if you are only making one cup of tea.

9. CLEANING PRODUCTS

- a) Use environmentally friendly cleaning products.
- b) Use vinegar, lemon juice and beeswax to clean surfaces in the offices or biodegradable products.

10. OFFICE BUILDING

- a) Fix cracks in the building to prevent hot/cool air from escaping.
- b) Keep windows closed to maintain a constant temperature in the office. Thus reducing the need for the air-conditioner/heater to work overtime.
- c) Do not use VOC paints when remodeling.

11. GENERAL

- a) Make use of videoconferencing or teleconferencing where possible instead of making car trips to meetings.
- b) Walk to meetings where possible.

12. AT HOME

- a) Change Halogen light bulbs to energy-saving light bulbs.
- b) Insulate Geysers and Ceilings
- c) Install timers on geysers that switch them off while you are not at home to conserve energy
- d) Heat food in a microwave instead of using the oven
- e) Turn off the tap while brushing your teeth and fill the basin to wash hands.

- f) Filter your own water
- g) Walk to the shop if possible. (Reduces carbon footprint and has health benefits.)
- h) Install a solar geyser for hot water where possible
- i) Shower instead of bathing – it is healthier and uses less water.

INTERESTING FACTS!!!

1. **55%** : The amount of water saved by producing recycled paper as compared to virgin paper. Recycled paper also takes 60-70% less energy to produce.
2. **120** : The number of tons of steel saved if every UK office worker used one less staple a day – this equating to 60 tons of CO² saved.

AFRICOAST'S GREEN POLICY

Our slogan is

CONSIDER CONSUMPTION!

GO GREEN!!!

Consider what YOUR impact is on our earth!

Recycle as much as possible – printer cartridges, paper, plastic and glass – bins have been provided for this and they collect every Wednesday

Use energy-saving bulbs when change is due

Donate old equipment to charities to be re-used and benefit the less-fortunate – Elsabe is coordinating this drive.

Support “GREEN” vendors when purchasing items – ask when phoning to make sure.

Be aware – implement changes and be enthusiastic – others catch on this way – esp. with switching lights off and not using the air conditioners all the time.

Share “GREEN” tips with others via email and links to informative websites this all helps us live consciously aware.

Create awareness with church leaders and the importance of churches work with regard to motivation to take responsibility for God's creation.

Sign up to receive WWF newsletters – electronically .

This policy document is endorsed by the Directors of Afri-Coast Engineers.



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