HKGEAC

Monthly Office Inspection Checklist

Form Number : EF-EI01-01
Revision Number : 1
Date : 01-01-2006

Location	*Human Resources Dept*		
Inspected by	*K. Y. Lai*	Date	*10 Jan 2006*
Signature		Reviewed by	*Stanley Chan*

Please tick the appropriate box
0 – serious nonconformity, requires issue of CAR (fill the corrective action request form)
1 – not satisfied, but immediate remedial action was taken and found acceptable
2 - satisfied
Important : Please refer to the requirements as defined in EI-01 Environmental Office Practices

Items to be checked	0	1	2	N/A	Comment / Follow up
Waste Management					
1. Use both sides of paper in printers/faxes/ photocopier, collection box for one-side-used papers is available and properly used?			✓		
2. Establish collection boxes for used packing materials, cord binding, envelopes and other material that can be reused ?			✓		
3. Use refillable and environmentally friendly stationeries wherever possible ? (e.g. refillable ball pens, pencils, markers, rechargeable batteries, etc.)			✓		
4. Waste is segregated with separate containers, properly labelled ?			✓		
5. Waste paper for recycling purpose is properly disposed in the designated containers ?			✓		
6. Spent cartridges of printers are collected for recycling ?			✓		
7. Batteries and computer wastes are collected centrally for proper disposal ?			✓		
8. Not using paper cups, paper plates, plastic forks and spoons, and other disposable tools ?			✓		
9. Refillable and biodegradable / phosphate-free detergent is used ?			✓		
10. Cloths and towels are used in pantry ?			✓		
11. Records of waste disposal and waste recycling are maintained?			✓		
Water Conservation					
12. Does the office keep a record of water consumed?			✓		
13. “Save Water” stickers and the number to report leaking faucets are indicated properly?			✓		
14. No running tap or water leakage is observed?			✓		
Energy Conservation					
15. Does the office keep a record of energy consumption within the operation for monitoring purposes?			✓		
16. Switch off air-conditioners, lighting, computers, printers, photocopiers and electrical appliance when they are not in			✓		

Items to be checked	0	1	2	N/A	Comment / Follow up
use or no one is left in the room/work area ?					
17. "Energy Saving" stickers are properly placed ?			✓		
18. The temperature of air-conditioners is set at 20-25.5°C ?			✓		
19. Computers are in energy saving mode when idle for 20 minutes or more ?			✓		
Indoor Air Quality					
20. No smoking policy is implemented properly?			✓		
Others :					