

**Chief Secretary for Administration's Office –
Administration Wing**

Environmental Report 2004

Introduction

This is the report of the Administration Wing of the Chief Secretary for Administration's Office on environmental measures in the year 2004.

Environmental Goal

The Administration Wing aims to provide its service in an environmentally friendly manner.

Environmental Measures Implemented in 2004

The Administration Wing continues to practise the principles of 3-R ("Reduce, Reuse and Recycle") and adopted the following environmental measures in 2004 -

Reduce

➤ *Paper Consumption*

When providing high-volume copying service to bureaux of the Government Secretariat, the Copying Office in the Central Government Offices (CGO) maintained the principle of printing on both sides of paper unless requested otherwise by the bureau concerned. Internally, most photocopiers and network printers in the Administration Wing are capable of producing double-sided printouts.

Notes Mail had been put to full use among staff for internal communication, official correspondence and circulation of circulars. A number of reports produced by the Administration Wing were uploaded to the website in order to reduce the need for printing. Staff were also aware of the need to refrain from making photocopies of documents and using fax leader pages unless absolutely necessary.

The A4 paper consumption in 2004 recorded a reduction of 1,450 reams as compared with 2003, representing a 14.04% drop.

➤ *Electricity Consumption*

Continuous efforts were made by the Administration Wing, in conjunction with the maintenance agent, to closely monitor the cleanliness of the fan coil units of

the air-conditioning systems in CGO and Murray Building (MB). All components of the air-conditioning systems and chiller plants were regularly checked to work in the most-efficient manner, with worn-out parts replaced timely in order to prevent wastage of electricity. These measures helped reduce energy consumption and maximize the efficiency of the air-conditioning system.

The Administration Wing also requested the works and maintenance agents to observe the rule of energy saving and to adopt environmentally friendly products, equipment and systems when carrying out various fitting-out and refurbishment works in CGO and MB.

Implementation of the above measures had resulted in a drop of 5.72% in electricity consumption in 2004 as compared with 2003, which amounted to some 1.2 million KWh.

ETWB requested vide their circular memorandum in October 2004 that the room temperature of air conditioned premises be maintained at 25.5°C during summer months. The Administration Wing has worked with EMSD to fine-tune the air-conditioning systems. Energy savings will be reflected in the report of year 2005.

Reuse

➤ Paper and Envelope

It was an established practice of reusing envelopes and using the clean side of used paper for photocopying and drafting. Transit envelopes were used whenever possible when there was a genuine need to send unclassified documents under cover. The consumption of envelopes was reduced by 5.51% in 2004.

Recycle

➤ Waste Paper and Machine Oil

'Green' boxes were placed at various office locations to collect waste paper and newspaper suitable for recycling. Staff were aware of the need to put only recyclable paper into the boxes. The cleansing contractors would collect such recyclable paper on a daily basis.

Waste oil from chiller plant rooms in CGO and MB was collected by licensed contractors of the Environmental Protection Department for proper treatment.

Other Green Measures

Some other green measures that were taken to help conserve the environment are set out below-

➤ *Air Quality Improvement*

To help maintain good air quality, the CGO Transport Pool drivers switched off idling engines while waiting. Drivers of other government vehicles were requested to follow the same whilst waiting in CGO and MB.

➤ *Use of Environmental Friendly Products*

The Administration Wing continued to purchase environmental friendly products, where applicable, through the Government Logistics Department and outside contractors. These products included stationery items such as clutch pencils, refillable ball pens, non-chlorinated correction fluid, and other items such as batteries with no mercury content, and unleaded petrol for motor vehicles.

➤ *Participation in Environmental Awareness Activities*

As in previous years, the Administration Wing supported and encouraged staff to participate in activities organized by large organizations to promote green environment. One of these activities was the Community Chest Green Day on 9 June 2004, which aimed to arouse citizens' awareness to act, dress and ride green. In addition, green managers were nominated to attend seminars on energy saving.

The Way Forward

The Administration Wing will continue to promote and encourage the implementation of green measures and housekeeping practices so as to promote a green and environmentally friendly working environment. We will work with our works and maintenance agents in realizing the green initiatives and policies in CGO and MB that could further reduce pollution and save energy and resources. We will continue to conduct Indoor Air Quality Measurement in CGO and MB to ensure that the air quality fully meets the guideline recommended by the Environment Protection Department. Finally, staff participation in various green management activities organized by environmental groups will be encouraged in order to enhance their environmental awareness.

Enquiries

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