

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

**Environmental Report 2005**

***Introduction***

This is the report of the Administration Wing of the Chief Secretary for Administration's Office on environmental measures in the year 2005.

***Environmental Goal***

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

***Environmental Measures Implemented in 2005***

The Administration Wing continues to practise the principles of 3-R ("Reduce, Reuse and Recycle") in its environmental measures in 2005. Broadly, they cover the following measures -

***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.

Staff continued to make full use of the Notes Mail for internal communication, official correspondence and circulation of circulars. Staff were also aware of the need to refrain from making photocopies of documents and circulars unless absolutely necessary. Furthermore, the use of fax leader pages had been minimized whenever possible.

➤ *Electricity Consumption*

Continuous efforts were made by the Administration Wing, in conjunction with the maintenance agent, to closely monitor the use of electricity in CGO and Murray Building (MB). Energy wardens of the Administration Wing conducted regular and ad-hoc inspections to ensure that energy saving measures are being strictly observed for the common areas and facilities.

Contributing a major portion of electricity consumption, air conditioning has all along been our focus in controlling the use of electricity. 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 worked with EMSD to fine-tune the air-conditioning systems in order to maintain such average temperature level throughout CGO & MB. In addition, all components of the air-conditioning systems and chiller plants were regularly checked to operate in the most-efficient manner, with worn-out parts replaced timely in order to prevent wastage of electricity. We continued to closely monitor and modify the operation hours of the air-conditioning system in order to reduce unnecessary usage before or after office hours. New ways to reduce the air-conditioning load, e.g. installation of solar control window films, are continuously explored. 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 rules 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. For example, energy efficient fluorescent tubes have been introduced in newly refurbished offices in CGO.

Implementation of the above measures resulted in a drop of 5.22% in electricity consumption in 2005 as compared with 2004, which amounted to more than one million kWh.

### ***Reuse***

#### ***➤ Paper and Envelope***

Colleagues had established a practice of reusing envelopes where practicable. When there was a genuine need to send unclassified documents under cover, transit envelopes were used whenever possible. The clean side of used paper was used for photocopying, printing and drafting.

Despite the paper and envelope saving measures adopted, the A4 paper and envelope consumption in 2005 recorded an increase of 555 reams (or 6.25%) and 3,900 nos. (or 9.09%) respectively. This was due to the setting up of two new units under the Financial Secretary's Office in late November 2004 and February 2005 and the increased circulation of documents and correspondence on account

of the expansion of the Commission on Strategic Development and the WTO Hong Kong Ministerial Conference in late 2005.

### ***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***

As part of our contributions to conserve the environment, the following measures were implemented -

#### ➤ *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. Indoor Air Quality Measurement had also been performed by EMSD in CGO and MB.

#### ➤ *Use of Environmental Friendly Products*

Environmentally friendly products were ordered for use whenever practical through the Government Logistics Departments and outside contractors. The common items 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 3 June 2005, 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***

Enquiries on this report are welcome and can be sent by post to the Administration Wing, Chief Secretary for Administration's Office, Central Government Offices, West Wing, 11 Ice House Street, Central, Hong Kong; by fax to 2845 2091; or by e-mail to [admwing@csso.gov.hk](mailto:admwing@csso.gov.hk). The contact telephone of the Departmental Administration Unit of Administration Wing is 2810 2009.