

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

Environmental Report 2006

Introduction

This is the report of the Administration Wing of the Chief Secretary for Administration's Office on environmental measures in the year 2006. It covers office accommodation at Central Government Offices (CGO), Murray Building (MB), Government Records Service Division and out-stationed offices of Efficiency Unit.

Environmental Goal

2. The Administration Wing aims to provide its service in an environment-friendly manner.

Environmental Measures Implemented in 2006

3. The Administration Wing continues to practise the principles of 3-R ("Reduce, Reuse and Recycle") in its environmental measures in 2006. Broadly, they cover the following measures -

Reduce

➤ ***Paper Consumption***

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

5. 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*

6. The Administration Wing, in conjunction with the maintenance agent, continued to closely monitor the use of electricity in our offices. 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.

7. Contributing a major portion of electricity consumption, air conditioning has all along been our focus in controlling the use of electricity. In 2006, we continued to work with EMSD to comply with ETWB's circular memorandum, issued in October 2004, to maintain the room temperature of our offices at 25.5°C during summer months. 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 in a timely manner 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. In July 2006, we took part in the "dress down in summer" campaign by encouraging colleagues to discard jackets and ties and dress casual in summer. These measures helped maximize the efficiency of the air-conditioning system and reduce energy consumption.

8. By end of 2006, the Administration Wing has completed the replacement of more energy efficient light tubes in CGO and MB. We have minimized the operation time of lifts and reduced unnecessary lights throughout our offices.

9. We requested the works and maintenance agents to observe the rules of energy saving and to adopt environment-friendly products, equipment and systems when carrying out various fitting-out and refurbishment works in our offices.

10. We regularly reminded colleagues to switch off lights, air conditioning, computers and electrical appliances not in use and set office equipment to energy saving mode as far as practicable.

11. Implementation of the above measures resulted in a drop of 7.99% in electricity consumption in 2006 as compared with 2005, which amounted to more than 1.5 million kWh. On a cumulative basis, we have recorded an aggregate drop of 18% in electricity over the past three years from end 2003 to end 2006. As far as the CGO and MB are concerned, the drop in energy consumption of 2006 was 8.55%; the cumulative drop from end 2003 was 19.04%.

Reuse

➤ Paper and Envelope

12. Colleagues established a practice of reusing envelopes where practicable. When there was a genuine need to send unclassified documents under cover, transit envelopes would be used whenever possible. The clean side of used paper would be used for photocopying, printing and drafting. We also encouraged colleagues to use recycled paper as far as practicable.

13. The A4 paper consumption in 2006 dropped by 2,403 reams (or 25.48%). The envelope consumption in 2006 was broadly comparable to that in 2005.

Recycle

➤ Waste Paper and Machine Oil

14. 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.

15. 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

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

➤ *Compliance with Clean Air Charter*

17. The Administration Wing adheres to the commitments stated in the Clean Air Charter. Our team of drivers would switch off idling engines while waiting. All works and maintenance agents are supposed to use low volatile organic content paint and environment-friendly refrigerant in various renovation and refurbishment projects inside our offices.

➤ *Air Quality Improvement*

18. Regular indoor Air Quality Measurement had been performed by EMSD in our offices.

➤ *Use of Environment-friendly Products*

19. Environment-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 e.g. batteries with no mercury content, and unleaded petrol for motor vehicles.

➤ *Participation in Environmental Awareness Activities*

20. As in previous years, the Administration Wing supported and encouraged staff to take part in major greening activities. One of these activities was the Community Chest Green Day on 23 June 2006, which aimed to arouse citizens' awareness to act, dress and ride green. We also nominated green managers to attend various seminars on energy saving.

The Way Forward

21. The Administration Wing will continue to promote and encourage the implementation of green measures and housekeeping practices. We will work with our works and maintenance agents and continue to take measures to reduce air emission and conduct Indoor Air Quality Measurement in our offices to ensure that the air quality fully meets the guideline recommended by the Environment Protection Department. In addition, we will continue to encourage staff participation in various green management activities.

Enquiries

22. Enquiries on this report 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; or
- by fax to 2845 2091; or
- by e-mail to *admwing@cso.gov.hk*.

The contact telephone of the Departmental Administration Unit of Administration Wing is 2810 2009.