

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

Environmental Report 2010

Introduction

This is the report of the Administration Wing of the Chief Secretary for Administration's Office on environmental measures in the year 2010. It covers office accommodation at Central Government Offices (CGO) at Lower Albert Road, Murray Building (MB), Government Records Service Division and out-stationed offices of the Efficiency Unit.

Environmental Goal

2. The Administration Wing aims to provide its service in an environment-friendly manner and implement in-house green measures in all offices.

Environmental Measures Implemented in 2010

3. The Administration Wing continued to practise the principles of 3-R ("Reduce, Reuse and Recycle") in its environmental measures in 2010. Broadly, they covered the following measures –

Reduce

➤ *Paper consumption*

4. The Administration Wing continued to make efforts in minimising paper consumption. When providing high-volume copying service to bureaux of the Government Secretariat, the Copying Office in CGO maintained the principle of double-sided printing unless requested the otherwise by the bureau. All photocopiers and most network printers in the Administration Wing were capable of producing double-sided printouts.

5. Staff continued to make full use of electronic mail and the intranet for communication and dissemination of information. Staff were also aware of the need to refrain from making photocopies of documents and circulars unless absolutely necessary. The use of fax leader pages had been minimized whenever possible.

➤ *Electricity consumption*

6. The Administration Wing, in conjunction with the Electrical and Mechanical Services Department (EMSD), 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 had been strictly complied for the common areas and facilities.

7. As air conditioning contributed to a major portion of electricity consumption, we had continued to focus on implementing various measures to manage the use of air-conditioning. In 2010, we continued to work with EMSD to comply with the guidelines on “Energy Saving Measures in Government Premises” 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 ensure their efficient operation. All worn-out parts were 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. We continued to participate 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 and reduce energy consumption.

8. We also minimized the operation time of lifts and reduced unnecessary lights throughout our offices. Energy-efficient light tubes and bulbs were widely used in our premises. Motion sensor lighting had been installed at various staircases in CGO and MB and illuminated sensors had been installed for external lighting in CGO.

9. We requested the works and maintenance agents to observe the rules of energy saving and 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. Energy saving stickers were displayed at conspicuous places to enhance staff awareness on energy conservation.

11. Implementation of the above measures resulted in a drop of 3.3% in the total electricity consumption in 2010 as compared with 2009. Insofar as the CGO and MB were concerned, the drop was 3.76%.

Reuse

➤ *Paper and envelope*

12. Colleagues had established the 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. Compared with 2009, paper consumption in 2010 dropped by 16.18%, envelope consumption by 31.82%.

Recycle

➤ *Waste paper, aluminium cans, plastic bottles, rechargeable batteries*

14. Green boxes were placed at various office locations and common areas to collect waste paper, newspaper, aluminium cans, plastic bottles and rechargeable batteries for recycling. The cleansing contractors collected such recyclable items on a daily basis.

➤ *Machine oil*

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 contribution to conserve the environment, the following measures were implemented –

➤ *Compliance with Clean Air Charter*

17. The Administration Wing will continue to observe the commitments stated in the Clean Air Charter as appropriate and ensure that relevant legislative requirements are complied with. We would also replace vehicles in our fleet with environment-friendly vehicles including electric cars by phases. These vehicles emitted less carbon dioxide and consumed less fuel than conventional petrol vehicles. With the assistance of the Government Logistics Department, we had replaced a medium saloon car in our fleet with a small electric car in January 2010.

18. With the implementation of the Air Pollution Control (Volatile Organic Compounds) (VOC) Regulation in phases starting from April 2007, all works and maintenance agents were required to help combat air pollution by using low- or no-VOC products as far as practicable.

➤ *Air quality improvement*

19. Regular indoor Air Quality Measurement was performed by EMSD in our offices.

➤ *Use of environment-friendly products*

20. Environment-friendly, low- or no-VOC products were ordered for use whenever practical through the Government Logistics Department 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 mercury-free batteries.

➤ *Participation in environmental awareness activities*

21. The Administration Wing supported and encouraged staff to take part in major greening activities by nominating green managers to attend various seminars on energy-saving measures and to exchange experience with other organisations in the public and private sectors. To promote environmental awareness amongst staff, we regularly circulated tips on green management to all staff in CGO and MB. We also actively participated in the Lights Out Campaign organised by World Wildlife Fund on 27 March 2010 by switching off non-essential external lighting of CGO and MB at night for one hour.

Way Forward

22. 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

23. Enquiries on this report can be sent –

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