

General Guidelines for Energy Saving Programme for HKGCC

1. Activate "sleep" mode of photocopiers and printers during office hours.
2. Minimize photocopying to reduce ground level ozone emissions, make use of double-sided copying and multi-pages on single page copying.
3. Minimize printing and faxing, make good use of email and e-fax.
4. Switch off electricity of your working area when leaving the office, including computers, monitors, air conditioning, ventilation system and lights.
5. Make conference calls or use other electronic media to reduce travelling for business meetings.
6. Plan your travel or carpool to avoid single-passenger car trips.
7. Encourage contractors to use products with zero or low VOCs for renovations.
8. Locate a number of thermometers in order to maintain the temperature at 24-25 Degree Celsius.
9. When air pollution is high, all office staff is encouraged to use environmental friendly transportation as MTR rather than taxis, bus or private car.

Reduce electricity usage by computers

10. All office staff is requested to switch off their computers and monitors completely after work, if they are not in use after office hours.
11. "Power saving" function is activated in all office computers.

Reduce unnecessary electricity

12. Reduce unnecessary electricity usage in pantry and non-working area. For examples:
 - ~ switch on standby mode for microwave only at 8:30-9:00 am and 12:00-12:30 pm.
 - ~ switch on glass-cleaning water-heater only when necessary.
 - ~ reduce unnecessary lighting in the filing room, server room and other areas where require long-time lighting is not required.
13. Executives have to switch off the lighting of their offices during lunch hours or if they are away for outside meetings. If daylight is sufficient, try not to use the artificial lights.

Reduce unnecessary electricity after office hour by Admin team

14. Admin will switch off all typewriters after 5:30 pm. If you need to use the typewriters after office hour, please turn the power off after use.
15. Admin will switch off the following printers after 6:00 pm:
 - ~ HP LaserJet 5, near the Printing Room
 - ~ HP LaserJet 4050, near Vicky's desk

For easy identification, admin will put labels - "after office hour OFF" on the above laser printers.

16. Admin will switch off one fax machine after 5:30 pm, labelled with "Off" for easy identification. The two 24-hrs-on fax machines are for incoming faxes and hand set using.
17. Admin will turn off both photocopiers outside the printing room and pantry after 6:00 pm, but the one near fax machine will be remained for service.

Reduce unnecessary electricity after office hour

18. All office staff is requested to switch off the lighting and the air-conditioning in your working zone after office hours.
19. Office staff is requested to switch off all the lighting if you are the last one leaving the office.

Theatre / Conference Room / Committee Room

20. The track lights in the room will not be switched on unless necessary.
21. The air-conditioning units in the theatre will be turned off when the room is not in use.

The chamber is a firm believer in sustainable development and we strive to put energy saving principles into daily practices. By inspecting and recording staff's participation in the programme, the Admin keeps encouraging colleagues to follow the guidelines as instructed. For further facilitation of the campaign, we are always open for suggestions and comments on improvements of energy saving at our workplace.