**Sustainability information for College rooms**

**Note: Items in *italics* need customizing for each college situation**

The College has a commitment to sustainability and hopes and expects that all students will share that commitment. Living sustainably can be achieved by following the advice and information below.

**Heating**

* *Describe how the heating controls work. Does the occupant have any control of the temperature?*
* Dress appropriately for the season - wear a jumper to keep warm.
* Keep windows and doors closed when the heating is on.

**Lighting**

* *Explain how the lighting controls work. Does the occupant have control via switches or are they based on sensors?*
* Remember to switch off lights when they are not in use or when leaving the room.

**Waste and recycling**

* *Explain where recycling points are located and who is responsible for emptying them.*
* *Explain what can and cannot go in recycling bins, or refer students to bin labels if these are present on bins.*
* *Explain the location of other recycling facilities - such as for batteries and printer cartridges.*
* *Does the College participate in the British Heart Foundation scheme? If so, provide details of the nearest collection point.*
* *What target does the College have for the proportion of waste being recycled?*
* It is important to reduce and reuse as well as to recycle. Donate unwanted items to charity.

**Water**

* Save water by turning taps off when brushing teeth.
* Only fill the kettle with the amount of water you need (this saves energy too).
* Use laundry machines when you have a full load.

**Save energy**

* Switch off electrical devices when they are not in use. Leaving a computer on overnight for a year creates enough CO2 to fill a double-decker bus. *(The Carbon Trust)*
* Mobile phone chargers, laptop docking stations and some desktop printers use energy regardless of whether they are charging or not because the voltage transformers on the plug consume energy. Save energy by switching these devices off and unplugging them when they are not being used.
* Use a saucepan lid for quicker and more efficient boiling/cooking
* *If there are lifts in the building - take the stairs rather than the lift whenever it is possible to do so.*

**Getting around**

* *Include any relevant information about cycle storage facilities or cycle discounts.*
* *Provide a weblink to bus timetables for services running closest to the College (see* [*https://www.cambridgeshire.gov.uk/site/custom\_scripts/bus\_timetable\_by\_service.aspx*](https://www.cambridgeshire.gov.uk/site/custom_scripts/bus_timetable_by_service.aspx)*)*
* The [Universal](http://www.environment.admin.cam.ac.uk/what-are-we-doing/travel/catch-bus) bus service offers a sustainable way of getting between University sites.

**If something isn’t working properly**

* If something isn’t working properly in your room - e.g. dripping taps, lights not working, or the room is too hot, please report it.
* *Include how to report something and who to contact.*

**Key contacts**

* *Names and emails of JCR and MCR Green Officers*
* *Any key staff contacts? Environmental committee details?*
* For University-wide information and initiatives: [environment@admin.cam.ac.uk](mailto:environment@admin.cam.ac.uk)