Welcome to [inset name of building]. The building has been designed with a regard to environmental sustainability [insert a brief summary e.g. BREEAM Excellent, Energy Performance Certificate of A etc].

Key features include:

* [Openable windows / automated natural ventilation / mechanical ventilation with heat recovery? ]
* [LED lighting/daylight sensing/absence detection?]
* [photovoltaics, heat pumps etc?]
* [avoidance of global warming refrigerants?]
* [wildlife habitat]
* [rainwater harvesting?]
* [showers/ lockers for cyclists]
* [any eco materials?]

# Controls

Thermostats are set to control the temperature in winter at between 19 & 21°C within core working hours in accordance with University of Cambridge policy. We encourage heating not be wasted when spaces are empty, heating is therefore on timer controls that are managed centrally.

[insert description of other controls e.g. , when to open windows, programmable lighting, CO2 sensors, automatic sashes on fume cupboards etc.

Describe what may cause automated windows to close e.g. rain sensing, wind sensing, retention of ‘coolth’ etc

Where relevant ask that users please ensure fume cupboard sashes are kept closed as much as possible, an open sash is means expensively warmed/cooled air is being thrown out of the building at high velocity]

The building has been designed in accordance with University Policy to avoid energy intensive mechanical cooling where scientific processes or equipment do not require it. [insert simple description of passive measures for cooling e.g. night cooling, external shading, stack ventilation, cross ventilation etc]

Computer simulation suggests that internal temperatures should not exceed 28ºC for more than a few hours in a typical year. It is recognised that above 25ºC increasing numbers of people can feel uncomfortable. Good practice ways to reduce discomfort include flexible working so people can work at more comfortable times, allowing relocation away from exposed windows, turning off as much electrical equipment and lighting as possible, and use of local desk fans. See the University of Cambridge [Thermal Comfort Policy](https://www.environment.admin.cam.ac.uk/files/uoc_thermal_comfort_policy-webv2.pdf) for more details.

Carbon dioxide emissions resulting from equipment left on overnight and at weekends are surprisingly large at the University. Please take a moment to turn off everything you can when you leave and encourage others to do the same. Departments are individually responsible for their electricity costs so any savings will directly benefit the [insert name of Department].

If you have any questions relating to controls please contact the Building Manager at [contact email or number].

# Safety and emergency information

[insert location of fire assembly point and details of any special evacuation arrangements. Also confirm if lifts can be used in a fire, refuge locations and need for personal evacuation planning for disabled staff]

All fire doors are labelled and must not be propped open and please ensure that material is never left obstructing doors [state if doors or shutters will automatically close in a fire]

All accidents, however trivial they may seem, should be reported to the Safety Office using the University Accident, Dangerous Occurrence and Incident Report Form.

# [Building specific operational issues]

[only needs filling in if there are special issues relating to the building e.g. respecting do not enter signs associated with laser labs, Nuclear Magnetic Imaging etc]

# Amenities

Describe any particular amenities it would be good for staff to be aware of e.g. café opening hours, well-being classes etc.

# Security & access

Describe when the building is shut. Heating and ventilating spaces out of hours is very expensive so this might be a reason why access is restricted. Describe if safety considerations forbid solo working in some instances.

Describe any key issues e.g. all visitors should sign in at reception and be issued with a badge. Where applicable who is responsible for closing windows.

# Recycling and waste

The University has a ‘mixed recycling’ scheme across all departments. See the labels on the ‘Mixed recycling’ bins for what they can take. As a general rule, only wood, polystyrene, tissue paper and crisp packets need to go into the general waste bin.

[note here if the building has any other waste categories e.g. compostable, glassware, lab waste etc]

WARPit is an online marketplace to help redistribute resources legally and conveniently within the University for free. It is designed to make it easy for staff to find others with spare items - reducing procurement spend. It also helps staff who are disposing of “stuff” to find new owners - saving on waste disposal costs

If you a considering buying furniture or equipment then you may be able to get it free! Sign up with WARPit, the University’s online marketplace for sharing resources to see what is available. Also please offer any spare items you Department may have on the site to see if they can find a new home. See <https://www.environment.admin.cam.ac.uk/recycling> for more details.

Please note it is illegal to place batteries, electrical items or chemical waste in recycling or general waste the bins. Please ask [your manager / reception] about disposal.

If you have any queries regarding waste please email the University Energy and Environment team with at environment@admin.cam.ac.uk.

# Travel

 [Site specific Travel Guides can be pasted in from here: <https://www.environment.admin.cam.ac.uk/travel> ]

The University has various initiatives to promote more sustainable modes of travel and reduce congestion. These include our own Universal Bus service, a cycle purchase scheme, cycle training and repair events, and discounts for train travel & car club membership. We have pool bikes that can be booked during the day, including electric pool bikes. See [www.environment.admin.cam.ac.uk/travel](https://www.environment.admin.cam.ac.uk/travel) for the latest information.

 If you have to drive then you can use [**Cam Share**](https://liftshare.com/uk/community/camshare) to look for car sharing opportunities**.**

Tick the Transport Overlay on the online University Map see the Universal Bus route and also the location of bike repair stations. <https://map.cam.ac.uk/>

If you have any queries or suggestions regarding travel please contact your Building Travel Co-ordinator [insert name here] or the University’s Transport Co-ordinator: travel@admin.cam.ac.uk

# Water

All staff are encouraged to try and save water whenever possible. Water saving measures include [insert information that might include rainwater for toilet flushing/plant irrigation, aerating taps/shower heads, flush volumes]

Try to make effective use of the dishwashers; only run them when they are full.

If you see a dripping tap or faulty toilet flush, report it to the Facilities Manager [insert contact], or to the Maintenance Helpdesk at Laundry Farm (ext. 37784).

[if relevant state that purified water is especially expensive to generate, please do not waste this resource]

# Ideas for helping the environment

Virtually every aspect of activity across the University has some environmental sustainability impact. As this agenda is so broad, every individual working or studying at the University has a role to play in taking action to reduce their environmental impact during their time at Cambridge; that’s the [**Cambridge Green Challenge**](https://www.environment.admin.cam.ac.uk/cambridge-green-challenge)**.**

Cambridge is strongest when we work together. That’s true for all aspects of University life and never more so than for the Cambridge Green Challenge; it’s both ours and yours, and there are many ways to be part of making the University a more sustainable place.

How can you get involved in the [**Cambridge Green Challenge**](https://www.environment.admin.cam.ac.uk/cambridge-green-challenge)?

**Environment and Energy Coordinators**

Join your colleagues in our voluntary staff network and provide a focal point for environmental issues in your workplace: [www.environment.admin.cam.ac.uk/EECs](http://www.environment.admin.cam.ac.uk/EECs)

**Green Impact**

Create and work with a team in your department, college or building to implement a range of environmental actions and get recognition at the annual awards ceremony: [www.environment.admin.cam.ac.uk/green-impact](http://www.environment.admin.cam.ac.uk/green-impact)

**Living Laboratory for Sustainability**

Use the University estate to support your student research or project on environmental sustainability.
[www.environment.admin.cam.ac.uk/living-lab](http://www.environment.admin.cam.ac.uk/living-lab)

**Resources**

Get environmental messages across to your team or Department using our posters, stickers and more!
[www.environment.admin.cam.ac.uk/resources](http://www.environment.admin.cam.ac.uk/resources)

**The Carbon Challenge**

Use this competition to develop your own ideas to reduce environmental impact
[www.environment.admin.cam.ac.uk/carbon-challenge](http://www.environment.admin.cam.ac.uk/carbon-challenge)

**Find out more and keep up to date**

[Greenlines monthly newsletter](http://www.environment.admin.cam.ac.uk/greenlines)
Twitter [@CambridgeSust](http://twitter.com/CambridgeSust)
Facebook [CUenvironment](http://facebook.com/CUenvironment)