



PAPER AND PAPERBOARD

- All the paper, to the eco blue paper collection bin.
- Reuse the cardboard boxes, contact the administration person for their storage.
- Fold the boxes before throwing them away, you will reduce the volume they occupy, facilitating their transport.
- Reuse used paper for notes, if you have to.
- Make the most of email to share documents and communications.
- Spend all the material, whenever possible, until the end (markers, pens, etc ...).
- Treat the material with respect, much more if it is in common or shared use.



PRINTERS

- Most of the time we don't need exceptional quality in our prints, so we can set the printer to ink save mode or print to normal quality.
- Print only what is essential and whenever you can do it in black and white.



WASTE

Hazardous waste can cause serious problems in our environment and in our health, so it is essential that you manage it correctly.

- The administration staff manages the waste of components, supports or equipment that must be permanently removed.



AIR CONDITIONERS

- The temperature of a room should be around 24°.
- Just open the window 5/10 minutes a day to properly ventilate a room.
- Keep doors and windows closed when the air conditioning is working, so we will lose energy.

- Turn off the air in rooms that are not being occupied.



LIGHT

- Take advantage of natural light whenever you can, and turn off the lights in a room when it is not going to be occupied in the next 15 minutes.
- Make sure the lights in the rooms are turned off when no one is around.
- Turn off or reduce the light in low-traffic areas, such as corridors, since they are not really necessary.



COMPUTER EQUIPMENT

- Turn off the computer when you are going to be absent for more than half an hour, for example during a meeting or at lunchtime, even if they have the automatic shutdown mode activated.
- Of course you also have to turn it off at the end of the day and on weekends.



WATER

- While you are washing your hands, turn off the tap and prevent the water from running.
- Close the taps properly, prevent them from dripping: a leaky tap loses 30 liters per day.
- Don't use the toilet as a trash can.
- In tanks with double flush with two buttons, use the appropriate one, since the largest of them flushes 6l. versus 3l. that the little one spends. Other cisterns have interrupted discharge but you have the possibility of stopping the discharge of water by pressing the button a second time.
- Do not throw traces of chemical products down the drain, they seriously hinder the purification of the water.



NOISE

- Avoid having excessive volume on the phone, mobile, etc.
- Avoid working with music or radio that could disturb your colleagues.
- Generally use a moderate tone of voice, especially if you share space.



COFFEE AREA

- Throw the waste into the appropriate bin. Separate the waste into the appropriate buckets