



Environmentally friendly workplace

There are many ways to contribute to environmental protection at our university. The checklist shows some examples of environmental protection at the workplace. For further information have a look at the environmental management website at: www.tu-dresden.de/umwelt

For any questions please contact: Environmental Coordinator Dr. Ines Herr,
Tel. 0351/463 39493, Email: Ines.Herr@tu-dresden.de

Environmentally friendly procurement of office and business supplies

- via the online shop <http://www.hk21.de/shop/> with labelling of environmentally friendly articles
- The online shop also has an "eco-shop".

Recycled paper

- Onlineshop <http://www.hk21.de/shop/> -> Article search "A-Z" Subheading "Recyclingpapier" with all available suppliers
- Information on the info sheet "Using recycled paper - conserving resources".
- Select files, dividers etc. from recycled cardboard

Printers

- double-sided print/copy
- Prefer black and white printing
- Set both as the default print

Waste separation in the buildings

- Use three-part containers in the buildings
- Use paper baskets in the offices for paper only
- Collect cardboard separately
- Further information: www.tu-dresden.de/umwelt and see the leaflet "Waste Guide"

Waste prevention/reduction/recycling

- Use rebuild and refill toner
- Send empty toner cartridges to: Liegenschaften, Technik und Sicherheit, SG 4.4., Gruppe Umweltschutz
- old pens in pen collection boxes
- no longer-used mobile phones in mobile phone collection boxes (Foyer chemistry building and Stura-Baracke)
- empty batteries in battery collection containers in buildings
- Use thermo cups instead of disposable cups (tudmerchandising.de)

Green conferencing

- See special leaflet "Green conferencing"

Mobility

- Public transport (job ticket) / bicycle to get to work and on the campus
- Use the train instead of the car/plane for business trips



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Saving energy in the workplace

There are many ways to contribute to environmental protection at our university. The list below shows you some ideas how to save energy. For further information have a look at the environmental management website at: www.tu-dresden.de/umwelt

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Electric devices in the office	<ul style="list-style-type: none">→ In case of new acquisitions pay attention to the energy consumption and energy efficiency of the devices.→ Abandon obsolete seldomly used devices.→ Use the power-save functions of IT and other devices.→ Switch on devices only when you use them and switch them off afterwards and in case of longer breaks.→ Use „Wake-on-LAN“ (WoL) for remote access.
EDV-peripheral devices	<ul style="list-style-type: none">→ Reduce the amount of electric devices.→ Centralise printers, copy machines and servers.
Switch off the light	<ul style="list-style-type: none">→ Use daylight as often as possible and switch off the light during lunchbreak and after work.
Use thermos flasks	<ul style="list-style-type: none">→ ...instead of leaving on coffee machines - this saves energy.
Water boiler	<ul style="list-style-type: none">→ Only heat the necessary quantity of water. Descale the boiler in case of hard water.
Fridges in the tea kitchens	<ul style="list-style-type: none">→ Only open the door of the fridge for a short time and defrost the fridge regularly.→ A temperature of 8°C is optimal.→ Leftovers from meals should be cold when you put them into the fridge.
Avoid the lift	<ul style="list-style-type: none">→ Use the stairs instead – this keeps you fit and saves energy.
Common rooms	<ul style="list-style-type: none">→ Check if heating, ventilation, lights, projectors and other electric devices are switched off when leaving the room.
Short and firm ventilation for a good room climate	<ul style="list-style-type: none">→ No permanent tilted window – Ventilate short and firm. The optimal room temperature is approx. 22°C.
Heat radiation is important	<ul style="list-style-type: none">→ Do not conceal heating devices with furniture.
Print less – use recycled paper	<ul style="list-style-type: none">→ The production of paper and the printing process is energy-intensive –if printing is necessary use resource-saving recycled paper.



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