

## Sustainability Guide

### What's this guide about?

This guide is about how we can contribute to sustainability as part of the Royal Holloway community. Its aim is to enable all members of our community to contribute to an increasingly important agenda, so that we can reduce our impacts on the environment.

### What do I need to know?

Read this guide to understand what you can do to reduce your environmental impacts and play a part in helping the College to become sustainable. This guide has been written for all staff, students and visitors to the campus.

- (1) Use of Resources
- (2) Recycling and Waste
- (3) Green Travel
- (4) Sustainable Procurement
- (5) Biodiversity

### What do I need to do?

#### 1. Use of resources

Take part and help us to reduce our use of resources.

#### Energy

Simple things such as turning off lights, switching off computers and peripherals and other electrical equipment at night can save vast amounts of energy.

#### Heating and Cooling

When the radiator is on, keep the window closed. If it's too hot, turn the radiator down and only open the window if it doesn't cool down enough. Energy is wasted if windows are open next to hot radiators.

When air conditioning is on keep doors and windows closed, when a comfortable temperature is reached or you leave the area switch the air conditioning off.

#### Water

You can contribute to increasing the amount of water we save each year by being aware of how scarce a resource it is and turning off taps when not needed and reporting all leaking taps to the Maintenance Help desk ASAP on 01784 443 062 or [FMCustomerServices-NonRes@rhul.ac.uk](mailto:FMCustomerServices-NonRes@rhul.ac.uk).

#### Printing

All printing for students is double sided, unless they specify that they need it to be single sided. The College does require you to buy printers that have the ability to print double-sided by default. This instantly reduces paper volumes and costs from printing by 50%. However, it is up to you to decide how you prefer to print your documents!

## 2. Recycling and Waste

Help us to reduce, reuse and recycle our waste.

### Recycling stations

The College has installed mixed recycling in its halls you can recycle paper and cardboard, plastics, tins and cans, if you are a resident. If you are not a resident in halls, there are other recycling points located outside:

Arts Building  
Reid Hall  
Gowar Hall  
Butler Hall  
Kingswood Hall  
Penrose Hall

At these points you may also recycle glass and clothes. The majority of buildings have at least one battery recycling point.

### Other Waste

Other types of wastes are managed separately:

If you need to dispose of electrical equipment follow the [WEEE waste procedure](#).

If you have some hazardous waste to dispose of follow the [Hazardous Waste procedure](#).

If you have large items that you wish to dispose of contact Accommodation Services.

## 3. Green Travel

Consider using alternative means of transport.

### Cycling

If you want to cycle to Campus there are over 600 bike spaces. Showers are located in Founders E127, Bourne and the Sports centre.

If you want to get involved join the Bicycle Users Group. If are a member of staff you could consider joining the [Bike to Work scheme](#).

### Walking

If you live near the College try walking it virtually eliminates all costs associated with travelling and means those queues will be but a distant memory.

### Bus Services

There a number of bus services that run between Egham train station, the main campus, Kingswood Hall and Huntersdale. Inter-college routes that are run by us are free.

### **Train**

The campus is close to Egham station. For information on travelling by train and taking your bike on the train to link you journey to home and to the College see [National Rail Enquiries](#) or [Transport for London](#).

### **Car**

The College are members of [Surrey Car Share](#) scheme, so why not to see if you can share your journey?

## **4. Sustainable Procurement**

Help us to reduce our environmental impacts.

### **Office stationery, furniture and paper**

Try to buy products and paper made from recycled materials. If it is not an option ensure the paper purchased is Forest Stewardship Council (FSC) certified. This will ensure that the timber used is sourced from sustainably managed forests. If you are a member of staff looking for office furniture try to see if the College has any or consider purchasing second hand furniture.

### **Appliances**

All electrical appliances are energy rated, purchase the most efficient equipment which is A or A+ rated.

### **Fairtrade Goods**

There are a number of Fairtrade goods available on Campus most outlets sell tea and coffee. Chocolate and clothes are available at the College shop!

## **5. Biodiversity**

By being a part of the College's sustainable community you are helping to preserve biodiversity, as if you use less resources, reduce, reuse or recycle waste, take the best green travel option and buy goods responsibly you are helping to reduce impacts on the environment.

## **Where can I find out more?**

To find out more you can visit the [Sustainability website](#) or [contact us](#) if you have any questions.

## **Document Control**

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