### Reducing the impact on the environment whilst increasing efficiency

#### Reduce travel
Video conferencing facilities, Skype pods, electronic communication, virtual learning, work access at home

#### Minimise wastage
Virtual servers, energy saving software, movement censored lighting, paper reduction project, electronic work/form processes

#### Maximise resources
Room availability, car occupancy, PC/Mac availability, reduction in snail mail, e-resources

#### Recycle
Books, IT equipment, CD/DVDs, printer cartridges, paper, plastic, batteries, metal, glass