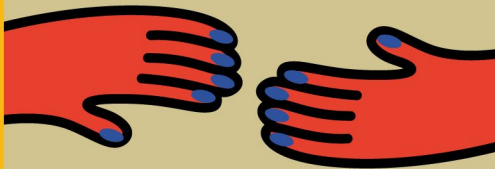
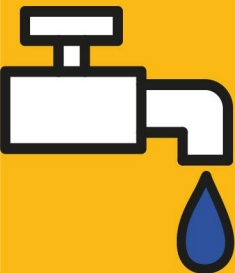




unifisostenibile



Green book

Tips and best practices
for a *sustainable* workday



Regione Toscana
**WORKPLACE
HEALTH
PROMOTION**



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Green Office

green.office@unifi.it

unifisostenibile.it


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Index

- 1. Daily good practices**
- 2. Energy saving**
- 3. Waste management**
- 4. Use the right container**
- 5. Water**
- 6. Mobility**
- 7. Paper**




**Daily good
practices**



We would like to start this small collection of tips and good practices, which each of us can implement even during our working hours, with an ancient Amerindian proverb:

“The Earth is not an inheritance received from our Fathers, but a loan to be returned to our Children”



Let's remember, however, that good practices are, in addition to a spontaneous gesture, also a duty of the public employee as stated in the **Code of Conduct D.R. 98/2016**



**Energy-
saving**



Always turn off computers and peripherals at the end of the working day

Computers consume energy when they are on, even if unused.



Turn off all lights when you leave your office and whenever they are not needed

Turned on lights in the office are not mandatory: they should only be turned on if necessary and when natural light is not sufficient. If these conditions are not met, it is a waste.



Summer air conditioning

Increase the internal temperature setting by two degrees, raising the thermostat from 26°C to 28°C. Close windows and doors, turn off the air conditioner half an hour before leaving. With these measures, energy consumption can be reduced without sacrificing comfort. In winter, keep the thermostat temperature around 18°C and turn off the heating an hour before leaving: this practice allows energy savings of more than 12%.



Prioritize the use of natural light over artificial light

Where possible, raise the window blinds or open the shutters during sun exposure hours and do not turn the lights on.



Set energy-saving options on your computer

If unused for short periods of time, darken the monitor instead of using a screensaver with drawings or images.

Remember to unplug
the charger from
the socket after charging
the service phone!



Clean or ask to clean light bulbs, reflectors, diffusers

Dust can reduce efficiency by up to 40%; cleaning will reduce consumption and office overheating.



Do not cover heating appliances

Avoid placing objects (e.g., books, files or furnishings) on the appliances.



Prefer stairs to the elevators, whenever possible

A simple gesture that helps save energy, about 0.05 kWh for each avoided, while improving our health too.



Do not use personal electrical and electronic equipment



**Waste
manage-
ment**




Separate waste collection

Waste containers are available at university locations for disposing of different materials (paper, plastic, cans, glass). If you find that containers are missing or insufficient, send an email to greenoffice@unifi.it who will forward the report to the competent offices.



No to single-use plastic

Even for lunch, as well as to get water or other drinks, it is possible to use glass containers, personal cups, and water bottles.



Put out cigarette
butts in the
appropriate
ashtrays!



Dispose of 'special' waste

In some locations (or alternatively at the operator's ecological islands) it is possible to dispose of 'special' waste ('non-hazardous' such as bulky items, edible oils and fats and more; 'hazardous' such as waste of biological origin, disused electrical or electronic equipment containing asbestos, etc.).

With the unique credentials for online services you can use the waste disposal request service.



Eco-stops

In collaboration with the waste collection manager (Alia), 7 eco-stops have been created for the micro-collection of spray cans, expired medicines, exhausted batteries, toners and printer cartridges, small electrical and electronic equipment.



Florence

Eco-stop A

School of Studies
Humanities and
Education
Via Laura, 48

Eco-stop B

School of Engineering
School of Sciences
Human Health
School of Sciences
Mathematics Physics
and Natural
Viale Morgagni, 40

Eco-stop C

School of Engineering
Via Santa Marta, 3

Eco-stop D

School of Studies
Humanities and
Education
Via Santa Reparata, 93

Eco-stop E

School of Psychology
Via della Torretta, 16

Eco-stop F

School of Agriculture
P.le delle Cascine, 18

Eco-stop G

School of Psychology
Via di San Salvi, 16

Calenzano

Eco-stop H

School of Architecture
Design Campus
Via Sandro Pertini, 93

Sesto Fiorentino

Eco-stop I

Scientific Pole
Department of Chemistry
"Ugo Schiff"
Via Bernardini, 6





**Use
the right
container**



Use the right container
so you don't make mistakes
with separate waste collection.

Find out more about other products on
ateneosostenibile.unifi.it





Carta e cartone

YES

Newspapers, books and magazines
Photocopies and various sheets
Leaflets and catalogues

NO

Receipts
Cards
Scotch tape


Packaging and containers

YES

Plastic bottles
Metal cans
Packaging plastics (polystyrene, bubble wrap, etc.)

NO

Glass objects
Plastic cutlery
Coffee capsules





Organic

YES

Corks stoppers
Tea bags
Coffee grounds

NO

Coffee capsules
Fake corks stoppers
Clean paper

Glass

YES


Bottles and other glass containers

NO

Broken glasses
Crystal, Ceramic or Pyrex

Non-differentiable waste (Not separable waste)

Receipts
Scotch tape and stationery
Terracotta pots
Pyrex
Broken glasses
Masks and plasters





Water



No to waste!

Do not keep taps open longer than necessary, especially if hot water is running. In case of malfunction of water dispensers, report to the technical staff.



Fountains

Where present, always use them to refill your water bottle.



Water breaker

Where devices for reducing water consumption are present, use the tap only for the necessary time and at the end check that it is completely closed. The water breaker “atomises” the water, breaking it into millions of drops and increasing its contact surface.



Mobility



Let's change our habits

Avoid the car, when possible, or at least share vehicles. Using bicycles or public transport is a benefit for us and for the environment.



Paper



Print only if necessary

Let's ask ourselves whether printing is really necessary for the work we are doing. In the case of photocopies, it is possible to scan and archive digitally. If printing is necessary it is preferable to use the double-sided option. Sheets of paper printed on only one side can be re-used for notes. Reduce the font size at when printing from a computer.



More recycled paper

Use sheets already printed for rough drafts and especially promote the use of recycled paper.



Energy Saving

Set the "Energy Saving" function of computer equipment for printing/ photocopying. Alternatively, remember to turn off the printer at the end of the day or when it is unused; this allows a reduction in electricity consumption of up to 10%.



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Mathematics, Scientific Campus

Social Sciences

Technological Sciences: Agriculture,
Architecture

Humanities: Literature, Education
Sciences, Art History

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