### ELIFEZ GROUP OF COMPANIES

# GREEN GUIDE 2022

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## SET THE RGHUI BEHAVIOUR

Using 1 kiloWatt of electricity to power up our lighting creates an estimate of 22.23kg of carbon! Wow, that's a lot!

Switch off any energy consuming equipments when not in use.



Use task or day lighting for office work whenever possible.



Turn off all air conditioning equipment at the end of the day.



Close all windows and doors of conditioned space when building is cooling.

# DON'T WASTE WATER LAH!

A full flush toilet uses about *11 litres* per flush compared to a dual flush toilet which can reduce each full flush to *4.5 litres* and each half flush to *3 litres*.



Use the flow restrictor on faucets and restrooms whenever possible to save water.



Do not leave the water running unnecessarily!

Use the smaller half-flush for liquid waste and bigger half-flush for solid waste found on the dual-flush toilet.



Report leaks, dripping faucets and fixtures that do not shut off to the management.

## CONSERVE ENERGY LEH.

Reduction in AC temperatures from the conventional 18-21 degrees to 24 degree can result in an estimated 24 percent of energy savings!



Set and maintain the airconditioned temperature between 24 to 26 degrees.



Carry out regular maintenance on office equipment for optimal energy efficiency performance.



Use appliances with timer control or automatically switch-off control to avoid energy wastage



Arrange a last-man-out to check and switch off all unused power source.

# ONE TIME ONLY?

Single use plastics take can up to hundreds of years to break down and is polluting our oceans.



Avoid use of single-use products such as plastic/paper cups and straws.



Seek out recyclable and biodegradable items such as cutleries and paper bags.



Seek out reusable items such as lunch boxes and water bottles to reduce waste.



Avoid takeaways whenever possible to reduce plastic waste.

### EDUCE EUSE ECYCLE

If you throw away your aluminium cans, they can stay in that can form for up to 500 years or more – so recycling is the way to go!



Creating less waste to be treated or disposed of, and it's the best way to keep the environment clean.

#### REDUCE



Taking old and unwanted materials or items and finding a new use for them instead of disposing them to reduce trash footprint.





Changing discarding materials into new products in order to avoid using more virgin resources.

#### RECYCLE