

Eco Living Centre Action Plan (example)

Responsible: Janine

Last update done on 13 April 2012

done by Janine

The ECO LIVING CENTRE is committed to leading the environmental awareness through practical implementation of activities, as well as minimizing the impact of the centre on the environment.

Log Ref	Focus Area	Reason / motivation	Actions / Description	Due Date	Responsible Person	Status	Documentation/ Comment
1	Waste	Minimise waste by evaluating operations and ensuring they are as efficient as possible.	Do a waste audit and determine the type and location of waste	February	Jacob	Done	
2	Waste	Minimise waste by evaluating operations and ensuring they are as efficient as possible.	Implement more efficient operations based on waste audit feedback - provide monthly updates	Ongoing	Jacob	Ongoing	See worksheet for notes on all the specific interventions
3	Emissions	Minimise toxic emissions through the selection and use of our fleet and the source of our power requirement.	Review the fleet requirements and driving patterns. Make recommendations for more efficient driving options	February	William	Done	See fleet report dated 19 Feb for specific recommendations
4	Emissions	Minimise toxic emissions through the selection and use of our fleet and the source of our power requirement.	Do costing for change of fuel source and review accessibility to biofuels for vehicles	March	William	In progress	
5	Emissions	Minimise toxic emissions through the selection and use of our fleet and the source of our power requirement.	Explore alternative fuel options for factory, such as gas and bio fuel	March	Peter	In progress	
6	Emissions	Minimise toxic emissions through the selection and use of our fleet and the source of our power requirement.	Do an energy audit to determine what energy savings could be implemented	April	Peter	In progress	
7	Emissions	Minimise toxic emissions through the selection and use of our fleet and the source of our power requirement.	Do a costing for procurement of RECs as alternative to coal based power source for factory	May	Peter	In progress	
8	Recycling	Actively promote recycling both internally and amongst our customers and suppliers.	Compile a recycling strategy based on waste audit	March	Jacob	Done	

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9	Recycling	Actively promote recycling both internally and amongst our customers and suppliers.	Arrange bins for recycling, with clear labels and guidelines	March	Jacob	Done	See photo's in report on recycling dated 18 March
10	Recycling	Actively promote recycling both internally and amongst our customers and suppliers.	Appoint supplier to collect recycling of general resources	March	Jacob	Done	
11	Recycling	Actively promote recycling both internally and amongst our customers and suppliers.	Arrange for collection of e-waste when needed, or twice a year	June	Jacob	In progress	
12	Recycling	Actively promote recycling both internally and amongst our customers and suppliers.	Arrange for collection of organic waste for compost	April	Jacob	In progress	
13	Production and distribution	Source and promote a product range to minimise the environmental impact of both production and distribution.	Do R&D around product development	June	Paul	In progress	
14	Legislation	Meet or exceed all the environmental legislation that relates to the Company.	Review all relevant legislation	May	Janine	In progress	Initial review done, but need to sort out small print
15	Offset GHG emissions	Use an accredited program to offset the greenhouse gas emissions generated by our activities.	Compile GHG inventory to determine carbon emissions	May	Janine	In progress	
16	Offset GHG emissions	Use an accredited program to offset the greenhouse gas emissions generated by our activities.	Select a suitable accredited programme for offsetting	June	Janina	In progress	Already have three short-listed for review