



SUNDIAL

Venues and
events group

Environmental Action Plans

Progress as at 1st November 2008

The actions below will be implemented so far as we can while still remaining within the law, or without compromising the quality of service we are able to provide. (For example dishwasher temperatures must be a certain level by law, and tablecloths will only be re-used when they are clean)

Action	Barnett Hill		Highgate House		Woodside	
	In Place	Proposed	In Place	Proposed	In Place	Proposed
Calculate current annual energy consumption (HRP)	✓		✓		✓ (ongoing)	
Set targets for future consumption	✓		✓		✓	
Read all utility meters weekly and monitor usage	✓		✓		✓	
Keep staff informed of energy consumption targets	✓			✓	✓	
Develop and implement departmental action plans for energy conservation	✓			✓	✓	
Include all stakeholders in energy conservation initiatives	✓			✓	✓	
Check operation of all CH and DHW systems to ensure they are operating at their most efficient & adjust if required	✓		✓		✓	
Introduce a policy for using energy efficient lighting/bulbs when a replacement is required	✓		✓		✓	
Sensors to be fitted into communal toilets to turn off lighting when not in use	Not Answered		✓		✓	
Computers and monitors are switched off out of necessary working hours	✓		✓		✓	
Introduce energy saving technologies to all planned refurbishment projects	✓ (First Page)		✓		✓	
Investigate installation of 'E cube' regulators on all fridge compressors where applicable		✓	✓			✓ TBC
Position refrigerators away from heat sources, e.g. radiators / direct sunlight	✓		✓		✓	
Review timer settings on all exterior lighting and adjust where necessary with changing daylight hours	✓		✓		✓	
Encourage and promote an energy saving culture amongst all employees	✓		✓		✓	
Commission a professional lighting survey to review existing lighting requirements		✓	✓		✓	
Sensors to be installed in conference rooms, and a proposed trial sensor (FOC) to test the technology and gauge customer reactions		✓		✓	✓	
Investigate Solar panels, Biomass boilers, heat pumps, and wind turbines - investigate the potential and costs of installing appropriate energy saving devices in selected areas	Not Answered			✓		✓
Reduce air-conditioning & heating when not needed	Not Answered		✓		✓	

Reduce Boiler temperature slightly	✓		✓		✓	
Consider new boilers and controls		✓ (Aug 09)	✓ (ongoing)		✓	
Review the water temperature on the dishwasher	Not Answered		✓		✓	
Defrost fridges and freezers regularly	✓		✓		✓	
Always wash with a full load and use the lowest Temperature	✓		✓		✓	
Operate Sauna on an on-demand basis outside of peak hours	✓ (at all times)		✓		✓	
Use a liquid blanket to retain heat in the swimming pool and reduce cost and energy of re-heating	N/A	N/A	✓		✓	
Water	In Place	Proposed	In Place	Proposed	In Place	Proposed
Calculate current annual water consumption	✓			✓	✓	
Set targets for future water consumption	✓			✓		✓
Read all water meters weekly & monitor usage	✓		✓		✓	
Keep staff informed of water consumption targets	✓			✓	✓	
Develop and implement departmental action plans for water conservation	✓			✓	✓	
Include all stakeholders in water conservation initiatives		✓		✓	✓	
Introduce water saving technologies to all planned refurbishment projects	✓		✓		✓	
Fit Hippo Bags in all existing toilet cisterns to reduce water usage on flushing	✓			N/A	Cisterns set for minimum use	
Aerators fitted to taps and showers		✓		✓ (under trial)		N/A
Investigate installation of waterless urinal system to gents toilets.		✓	✓			✓
Systemisers fitted at many urinals to stop wasting water when not in use	✓		✓		✓	
Install rainwater butts to collect water for use in grounds	✓		✓		✓	
Waste	In Place	Proposed	In Place	Proposed	In Place	Proposed
Increase the level of recycling we can manage		✓ (Oct 08)	✓		✓ (Ongoing)	
Re-use scrap paper where appropriate for internal note taking/copying/messaging	✓		✓		✓	
Recycle all waste paper	✓		✓		✓	
Paper Recycling bins available in meeting rooms	✓		✓		✓	
Recycle all cardboard, flatten all boxes and compact	✓		✓		✓	
Cardboard compactor on lease	✓		✓		✓	
Recycle all old newspapers, magazines etc.	✓		✓		✓	
Recycle all glass in bins provided	✓			✓	✓	
Recycle all printer ink cartridges	✓		✓		✓	
Recycle plastic cups		✓ (Oct 08)	✓		✓	
Recycle plastic bottles		✓ (Oct 08)	✓		✓	

Recycle plastic coin bags for change in accounts			✓		✓	
Recycle tin cans	✓ (Oct 08)			✓		✓
Recycle pens/pencils in meeting rooms				✓		✓
Re-use table cloths (reducing the amount that goes to laundry)	✓		✓			✓
Recycle waste oil	✓		✓			✓
Compost Bin for disposal of unwanted food in the kitchen				✓		✓
Contact all suppliers and review delivery packaging i.e. buy less waste in (get suppliers to take back their packaging)	✓			✓ (Ongoing)		✓
Place a recycling bin in all departments	✓		✓			✓
Network a scanner to help with a paper free office				✓		✓
Donate all unclaimed lost property items (other than clothing) to local charity after 6 months	✓		✓			✓
Register with the Environment Agency to allow the disposal of hazardous waste and electrical equipment			✓			✓
Increase composting facilities			✓			✓
Return all green waste from the grounds to the soil	✓		✓			✓
Use organic fertiliser	✓		✓			✓
Own Backyard	In Place	Proposed	In Place	Proposed	In Place	Proposed
Contact all suppliers and request copies of their environmental policies for review		✓			✓	
Promote and encourage environmental awareness as 'Good Management Practice'	✓	✓		✓	✓	✓ (Ongoing)
Encourage management & control of waste as an effective form of cost control and profit maximisation	✓				✓	
Share information with local community and promote venue as a good neighbour		✓	✓		✓	
Ensure as much produce as possible is locally sourced	✓		✓		✓	
Raise awareness of environmental issues amongst staff through effective communication at all levels	✓				✓	
Create a 'green' culture amongst all users of the venue		✓		✓	✓	
Reward car-sharing on business travel	✓		✓		✓	
Offset all Business Travel	✓		✓		✓	
Use environmental performance as part of the employee bonus calculations	✓		✓		✓	
Implement a planned preventative maintenance programme across all aspects of the business		✓		✓	✓	
Reduce transport costs by using local suppliers	Not Answered		✓		✓	
Grow your own herb garden	✓		✓			✓

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Issue 2.00 | July 08

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