

**Voluntary and Community Sector
Environmental Award Scheme - Indicators
Level 1**

<i>Action</i>	<i>Achieved</i> X ✓	<i>Evidence</i>
Energy Saving		
Develop and Implement an Energy Saving Policy		
Turn lights off in unused rooms		
Reduce the heating in unused rooms		
Turn appliances off, don't leave them on standby		
Turn off your PC monitor (not standby)		
Unplug appliances (when not in use)		
Unplug the microwave (when not in use)		
Unplug rechargers when not in use		
Turn down the thermostat by one degree		
Turn down the hot water to 60 degrees		
Boil only as much as you need in the kettle		
Regularly defrost the fridge/freezer		
Don't put warm food in the fridge		
Run fridge at between 3 and 5 degrees		
Keep the fridge's condenser coils dust-free		
Use an energy saver plug on your fridge/freezer		
Draw you curtains at night time		
Keep internal doors closed		
Tape polythene across your window frames in winter months		
Travel		
Develop and Implement a Travel Policy		
Combine several purposes in one journey		
Reduce your car use		
Reduce your car use for short journeys (under 2 miles)		
Use park and ride schemes		
Switch off the engine when stationary (where possible)		
Keep the weight of car's loads down		
Use Public Transport instead of the car		
Use bicycle instead of other modes		

Walk instead of using other modes		
Understand your own travel energy use		
Water Use		
Use less water		
Don't leave taps running		
Fix dripping taps		
Keep a jug by the sink to catch excess water while waiting for tap to run hot		
Keep a jug of water in the fridge (rather than wait for tap to run cold)		
Fit a hippo or flush saver in your cistern		
Reuse		
Buy products made from recycled tyres		
Buy recycled envelopes		
Buy recycled kitchen roll		
Buy recycled printer paper		
Buy recycled products		
Buy recycled toilet paper		
Buy recycled writing paper		
Buy refilled printer cartridges		
Donate items to your local charity shop		
Donate old mobile phones to charity		
Donate your old computer		
Reuse cardboard boxes		
Reuse envelopes and jiffy bags		
Reuse scrap paper		
Recycle		
Recycle cans		
Recycle cardboard		
Recycle magazines		
Recycle mobile phones (where possible)		
Recycle printer cartridges (where possible)		
Correct Disposal		
Recycle old Yellow pages at special facilities (where necessary)		
Ethical Workplaces		
Write 'think before you print' at the foot of emails		
		<p><i>Further Information from:</i> Anne Barry, Surrey Community Action Telephone: 01483 459292 ext 216 Email: anneb@surreyca.org.uk</p>

**Voluntary and Community Sector
Environmental Award Scheme - Indicators
Level 2**

Action	Achieved		Evidence
	X	✓	
Energy Saving			
Develop and Implement an Environmental Policy covering all aspects of your organisation in all areas highlighted in bold			
Install energy-saving light bulbs			
Use a fan instead of air conditioning			
Energy Efficiency Measures			
Lag water pipes			
Insulate your hot water pipes			
Fill gaps around door and window frames			
Fix foil reflectors behind radiators on outside walls			
Renewable Energy			
Switch to a Green Tariff			
Travel			
Change fuel from petrol to diesel			
Choose uncongested routes			
Don't drive on 'green lanes' (i.e. untarred roads)			
Pull off as soon as possible after starting the engine			
Drive more smoothly (less braking/accelerating)			
Use higher gears (where conditions allow)			
Change gear no more than 2,500 revs (2,000 if diesel)			
Water Use			
Repair any leaks			
Check appliances are properly plumbed in			
Rainwater			
Install a rainwater butt (where possible)			
Use a washing up bowl in the sink			
Reduce			

Avoid over-packaged products		
Avoid 'paper'/ 'tetrapak' drinks cartons		
Buy non-perishable goods in bulk		
Buy one general-purpose cleaning product (not several)		
Buy products in larger-sized containers		
Buy products in refillable bottles (e.g. detergents)		
Buy products in reusable containers		
Buy biodegradably-packed products		
Buy recyclable products		
Buy repairable products (where possible)		
Get your bills online (instead of by post)		
Leave excess packaging at the shop's checkout		
Set your printer to 'draft'/ 'economy'		
Set your printer to print doublesided		
Use a fountain pen, not disposable ones		
Use biodegradable bin bags		
Use cleaning cloths not disposable wipes		
Use paperclips and tags (avoid stapling)		
Reuse		
Update (don't replace) your existing PC		
Compost		
Start a compost		
Start a wormery		
Correct Disposal		
Dispose of fluorescent tubes safely		
Organic Food		
Join an organic box scheme		
Fairtrade		
Buy fairtrade food & drink		
Local Food		
Get milk from your local milkman		
Drinking		
Drink tap water (not bottled)		
Ethical Choices		
Give your time as a gift (not a product)		
Provide Fairtrade products at events and meetings		
Chemicals		
Avoid artificial air fresheners		

Avoid toxic cleaning products		
Choose the mildest cleaning product to meet your needs		
Use detergents sparingly		
Renewable Energy		
Switch to a green tariff		
Ethical workplaces		
Encourage working from home		
Give a colleague a lift to work		
Recycle		
Avoid making special trips to recycling facilities		
		<p><i>Further Information from: Anne Barry, Surrey Community Action Telephone: 01483 459292 ext 216 Email: anneb@surreyca.org.uk</i></p>

**Voluntary and Community Sector
Environmental Award Scheme - Indicators
Level 3**

Energy Saving		
Use solar-powered mobile phone chargers		
Use a solar-powered battery recharger		
Use clockwork electrical gadgets		
Plug appliances into the mains if possible (instead of using batteries)		
Energy Efficiency Measures		
Install double glazing		
Once double-glazed, install triple glazing 'low e' glass		
Install loft insulation (up to 270 mm)		
Install cavity wall insulation		
Fit shelves above radiators under windows		
Fit TRVs (Thermostatic Radiator Valves)		
Energy Efficient Appliances		
Fit shelves above radiators under windows		
Renewable Energy		
Install a wind energy supply		
Install solar water heating		
Install solar p/v panels		
Car Use		
Change fuel from diesel to biodiesel		
Car Buying		
Avoid buying a new car		
Buy the smallest car that fits your needs		
Buy the most efficient model of the car you want		
If buying a diesel, choose one with a Diesel Particulate Filter (DPF)		
Local Shopping		
Use local shops		
Charity Shops		
Use charity shops		
Ethical Choices		
Buy 'green' products		

Boycott unethical products		
Actively seek information on a company's behaviour/policies		
Choose a product/service on a company's responsible reputation		
Avoid products tested on animals		
Use an ethical shopping guide		
Chemicals		
Choose NiMH rechargeable batteries (not NiCD)		
Measurement		
Fit a water meter		
SUSTAINABILITY ISSUES		
Keep educating yourself about climate change		
		<p><i>Further Information from:</i> <i>Anne Barry, Surrey Community Action</i> <i>Telephone: 01483 459292 ext 216</i> <i>Email: anneb@surreyca.org.uk</i></p>