

GREEN PROPERTY MANAGEMENT: A CASE STUDY

Reducing waste can also save money by eliminating unnecessary expenses. A property management company for a complex with 98 flats was able to achieve significant reductions in waste and resource consumption, described below, during the 12-month assessment for Wastewi\$e membership

1. Paper consumption was reduced by 65% from 20 reams to 7 reams by:
 - a. Using both sides of paper and condensing photocopying and printing;
 - b. Disseminating messages by e-mail;
 - c. Simplifying daily operations by eliminating, combining or reducing the size of forms, records and notices;
 - d. Collecting and reusing paper printed on one side;
 - e. Developing a website for the housing estate to announce upcoming activities, post notices, collect suggestions, etc.;
 - f. Establishing a system to regularly monitor paper consumption.
2. Paper with at least 50% recycled content was used for posters.
3. A logbook system for recording patrols was replaced by an electronic version, thereby avoiding the use of more than 50 logbooks.
4. Disposable batteries were replaced by rechargeable ones where possible. Only 16 disposable batteries were used during the year against 40 previously. Also, 21 rechargeable batteries were collected for recycling.
5. 460 clothes hangers for staff uniforms were returned to the laundry shop after use, representing 88.5% of the total hangers supplied.
6. The number of garbage bags used fell 41%, from 10,080 to 5,936, by ensuring bags were full before disposal.
7. A digital camera was purchased to replace a film camera, thereby eliminating the use of 15 rolls of film and the printing of 420 photos.
8. Long life T8 fluorescent tubes were installed to replace the old tubes. The number of fluorescent tubes used fell 58% from 120 to 51..

9. Waste paper, metal and plastic collection boxes were provided at suitable locations to facilitate residents in recycling waste. More than 3,800kg of recyclables were collected.

10. Clearly labelled collection boxes for spent toner and ink-jet cartridges were provided in offices. Staff returned 12 items for recycling.

11. Collection boxes for old clothes were set up and notices issued to residents to encourage them to contribute. 360kg of old clothes were collected.

12. 12 used computers and electrical appliances were collected and donated to a charitable organisation.