Attachment

**Sustainability Audit Report.docx**

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| 1. **Sustainability Audit Report**

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| 1. Auditor name
 | 1. Jane Powers (Sustainable Edge Pty Ltd)
 | 1. Date of audit
 | 1. XX/XX/20XX
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| 1. Location
 |  Koala Corporation Head Office, High Street, Sydney, NSW 2060 |

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| 1. Energy audit
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| 1. Fluorescent lighting is used across the ceilings and yellow downlights in other rooms. Not sure if they are energy saving bulbs but checked with my manager who said some of them are energy saving.
2. The office equipment uses high amounts of energy to run computers, printers, photocopier, fax machine, radio as well as additional monitors. Staff also leave their computers running even if they are away from them for more than a few hours. These currently don’t have any power saving programs running so the computers and monitors are using full power while not being used.
3. The staff kitchen has a dishwasher and standard kitchen appliances and white goods for food preparation and storage. There is a coffee machine which is used regularly throughout the day including a microwave which is also used quite a bit.
4. The air conditioner/heater is used quite a lot during the day and some staff bring in their own portable fans/heaters. These are the resources which probably use the most energy. The oven and fridge have low star ratings to indicate they are not very energy efficient, and the dishwasher has a reasonably energy star rating.
5. Lights are required to be turned on as soon as the workplace opens and they are left on all day until close, staff do not turn off room lights when not in use and they are often left on. Sometimes lights are left on overnight in some of the rooms by mistake. All power points are left on after the day and over weekends/closed days as there is no requirement in place for this to be turned off. In fact, some equipment is left on and people are discouraged from turning them off because it tends to reset the equipment and change original settings.
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| 1. Water audit
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| 1. A high level of water is used. This is usually from the kitchen where the dish washer is used frequently throughout the day. While the dishwasher has a high energy star rating, it has also has a high-water consumption rating. Staff also use a lot of water for the coffee machine and electric jugs. On occasion I have noticed that staff will pour out water in the kettle and re-fill and re-boil it
2. Staff are seen turning off water appropriately most of the time, though sometimes taps are left slightly dripping. The bathrooms have normal taps which have been known to not be turned off on occasion until the next person comes in and notices.
3. There is a water tank/fountain which is used by staff and clients who visit. The paper cups provided with them are made of recyclable material. Often cups are left with wasted water sitting in them and thrown out.
4. There are separate bins in the kitchen area to distinguish between recyclable material and general rubbish. There is no green/food waste bin for food scraps.
5. The office uses recyclable paper for printing. There are also whiteboards to minimise the amount of paper printed and wasted. There is a waste bin to dispose papers which staff will use. There is a separate bin to safely dispose printer ink and cartridges. In the kitchen there is a specific container to dispose of coffee pods. Some staff follow this but others have not seen the container because they were not told. There are also no reminders around the kitchen to encourage recycling practices.
6. They use re-usable material bags when shopping for supplies to minimise using and throwing out plastic bags. I’ve noticed that when it comes to printing, the workplace doesn’t utilise double sided printing and print in colour. Some staff also print when it is not required, just because it is easier for them to look at something in hard-copy form.
7. There are hand towels in the bathrooms which are regularly washed.
8. Staff tend to drink a lot of coffee in the mornings and I’ve noticed they will come in with cups of coffee made out of paper from local cafes. These paper cups and trays often accumulate in the rubbish bin and sometimes are not properly recycled and disposed of.
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| 1. Chemical audit
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| 1. All the cleaning products contain chemicals. Some are multipurpose products so they are used for different cleaning tasks/jobs. Others are specific to the cleaning or washing task required. Staff are always responsible when managing cleaning products and follow correct work health and safety processes to ensure safe access, storage and maintenance. When empty, they are correctly disposed of or recycled.
2. Some of the products have a high level of toxicity and there is a large supply of these products in stock.
3. The washing detergents are environmentally friendly products which state they are safe for the environment. The washing products in the bathrooms are also environmentally friendly.
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