



KITCHEN STEWARDING

1. Washing not done under running water – 3-basin system in use.
2. Mopping done using a bucket and mop.
3. Leaking taps reported to Eng immediately.
4. Lights switched off in the Ecoteria & in office when not in use.
5. Eco-friendly cleaning sanitizers are used.
6. Dishes are scrubbed & soaked before putting in the dishwasher.
7. Dishwasher is used only when full.
8. Dishwasher is turned off when not in use.
9. Bins cleaned & changed at regular intervals.
10. Photocopy on both sides of the paper.
11. Print on both sides of the paper.
12. Scrap paper collected & the same used for notes, messages and draft copies.
13. Internal email used for sending messages/memos to various departments thus saving paper.
14. Reusing envelopes.
15. Lights are switched off when leaving the office.
16. AC is switched off when leaving the office.
17. Computer monitor switched off when leaving the office for half an hour or more.
18. Computer switched off when leaving the office for more than an hour.