| **Environmental Theme** | **Action** | **Person responsible** | **Timescale** | **Progress/Review** |
| --- | --- | --- | --- | --- |
| **Carbon/Energy** | Example - Create posters to remind building users to turn off lights/equipment |  |  |  |
| **Travel**  | Example - Raise awareness of public transport links to the community hall |  |  |  |
| **Waste and Resource Management** | Example - Ensure the community hall has recycling bins in all rooms |  |  |  |
|  | Example – Promote the use of re-useable water bottles |  |  |  |
| **Water Management** | Example – Create posters to remind users to turn off taps (can taps be swapped to push taps?) |  |  |  |
| **Sustainable Procurement** | Example – Swap tea and coffee supply to Fair Trade |  |  |  |
|  | Example – Research as to whether milk could be delivered by milk delivery and in glass bottles.  |  |  |  |
| **Biodiversity Enhancement** | Example – Organise a litter pick 4 times a year.  |  |  |  |
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