



Lincoln College Sustainability *Guide*

This Sustainability Guide covers key actions that you can take to help make Lincoln a more environmentally sustainable College. We all have our part to play, so please read the guide below for information on Heating, Waste, Water and getting involved!



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BE ENERGY FRIENDLY

Boil less

only boil as much water as you need

Be energy friendly

Save energy. Save the environment.



ox.ac.uk/energy-friendly

Layer up

bring a jumper for comfort during the winter months

Be energy friendly

Save energy. Save the environment.



ox.ac.uk/energy-friendly

Lights off

turn off the lights if you're the last one to leave the room

Be energy friendly

Save energy. Save the environment.



ox.ac.uk/energy-friendly

Switch off

turn off appliances at the socket when not in use, and keep electric heaters off for good

Be energy friendly

Save energy. Save the environment.



ox.ac.uk/energy-friendly

Power down

turn off your computer and screen at the end of the working day, and make sure your computer is set to 'hibernate' if you're away from your desk

Be energy friendly

Save energy. Save the environment.



ox.ac.uk/energy-friendly

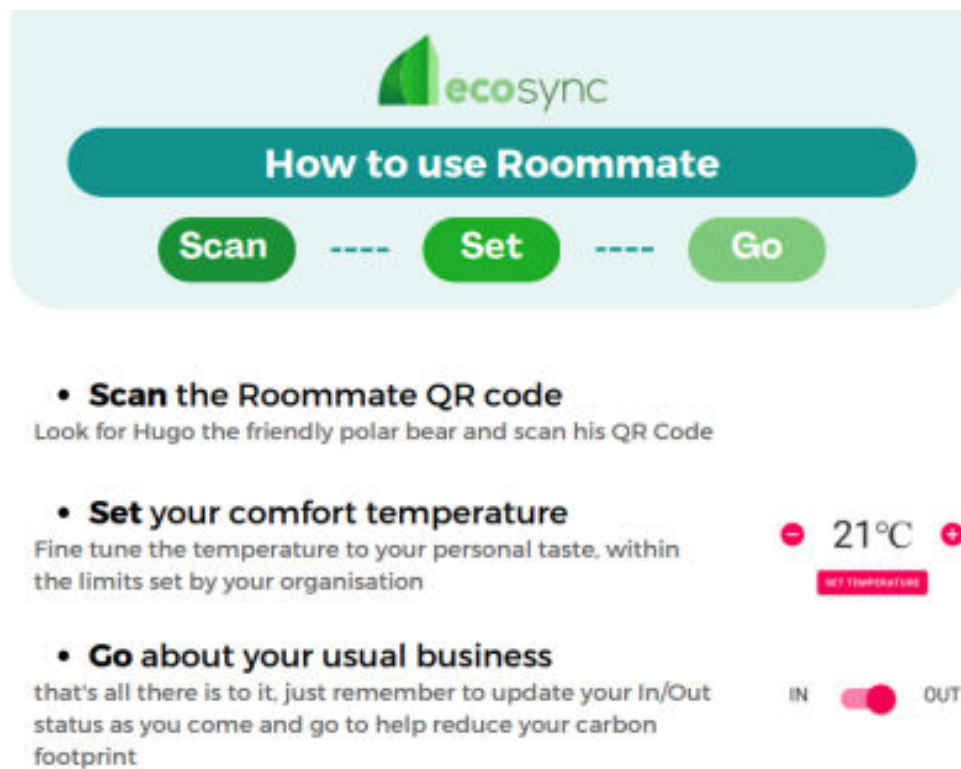
HEATING

The three key rules for efficient heating are:

- 1) Open windows fully for 5 minutes to get fresh air and then close them again so that your room remains nice and warm.
- 2) Turn the heating off (if possible – see below) when you leave your room. This is a major saving as heating requires a lot of energy.
- 3) With traditional radiator valves only turn the heating to 2-3 as this will keep the temperature at a nice and comfortable level of around 20C. Anything above that will tend to mean you overheat, causing stuffy air and wasted energy.

LINCOLN HOUSE, SC15, MAIN SITE AND THE MITRE

The above sites have the most advanced temperature control system in College, as the radiators are fitted with smart thermostat valves which help to save energy. The heating schedule is from 06:30-23:00. Please use the QR codes to turn the heating off when you do not need it (by setting your presence as away) and keep temperatures to a healthy 18-20C. For more information on how to use Ecosync please refer to the explainer guide located below and on your noticeboard.



The image shows a screenshot of the Ecosync Roommate app interface. At the top, the Ecosync logo is displayed. Below it, a teal banner reads "How to use Roommate". Underneath the banner are three green buttons labeled "Scan", "Set", and "Go", separated by dashed lines. Below these buttons, there are three bullet points with instructions:

- **Scan the Roommate QR code**
Look for Hugo the friendly polar bear and scan his QR Code
- **Set your comfort temperature**
Fine tune the temperature to your personal taste, within the limits set by your organisation
- **Go about your usual business**
that's all there is to it, just remember to update your In/Out status as you come and go to help reduce your carbon footprint

To the right of the instructions, there are two UI elements: a temperature control slider showing "21°C" with minus and plus buttons, and a toggle switch labeled "IN" and "OUT" with a red circle in the middle.

EPA CENTRE & MUSEUM ROAD

There is electric heating in all accommodation on this site. Heat output is set using the slider on the top of the panel. These heaters are operated via sensors and therefore will only come on when there is movement in the room.

In the EPA the ground floor spaces have manual thermostatic radiator valves - setting the valve to the frost protection setting (*) when you leave a room empty will lead to substantial savings of both gas and carbon emissions.

LITTLE CLARENDON ST & BEAR LANE

Both properties have manual thermostatic radiator valves with the dial ranging from * to 6. To keep your room comfortably warm and to avoid overheating set your radiator to 3.

Setting the valve to the frost protection setting (*) when you leave a room empty will lead to substantial savings of both gas and carbon emissions.

12 DIVINITY ROAD AND 56 ST JOHN STREET

Both properties have manual thermostatic radiator valves with the dial ranging from * to 6. To keep your room comfortably warm and to avoid overheating set your radiator to 3.

Setting the valve to the frost protection setting (*) when you leave a room empty will lead to substantial savings of both gas and carbon emissions.

WASTE

The three key rules for waste management are:

- 1) Preventing waste
 - a. Think carefully about what you need and whether you can borrow them / purchase them second-hand.
 - b. Can the item you want to dispose of be donated?
- 2) Check whether the item can be recycled (see recycling rules below).
- 3) If the item cannot be recycled, then check what waste stream it needs to be disposed in (see lists for each waste stream below).

LINCOLN HOUSE, SC15, MAIN SITE, BEAR LANE, LITTLE CLARENDON STREET AND MUSEUM ROAD

In your room you will find a general waste bin and a dry mixed recycling (DMR) bag. The general waste bin will be regularly emptied by your scout. However, glass, food waste and dry mixed recycling, as well as any overfilling bins, are your responsibility.

To make it easier to recycle you can bring your dry mixed recycling to your closest recycling point (main site MCR, JCR & Turl Street Garage; Bear Lane kitchens; Museum Road kitchens; Little Clarendon Street kitchens) using the DMR bag found in your room. Glass, food waste and any waste from overfilling bins needs to be taken out directly to the large bins at your site.

BATTERIES

Batteries can be collected in the Turl Street garage battery bin. This bin can also take alkaline and lithium-ion batteries so do please bring any batteries from phones, shavers or laptops etc. in as well. Please do not ever put this hazardous waste into the general waste collection.

FOOD WASTE

These bins are for food waste only.

This includes:

Left over food

Fruit and peelings

Meat and fish (raw or cooked)

Gravy and sauces

Tea bags and coffee grounds

DO NOT put packaging in here even if the label states it is compostable.



DRY MIXED RECYCLING (DMR)

These bins are for all recyclable materials but **not for glass**

This includes:

Drinks cans and food tins

Paper and cardboard

Plastic bottles and containers of the type:



DO NOT put any other plastics (apart from the ones specified) including soft plastics (polyethene), laminated paper or any other material in this bin. **All containers must be EMPTY.**

GLASS RECYCLING

This bin is for glass only.

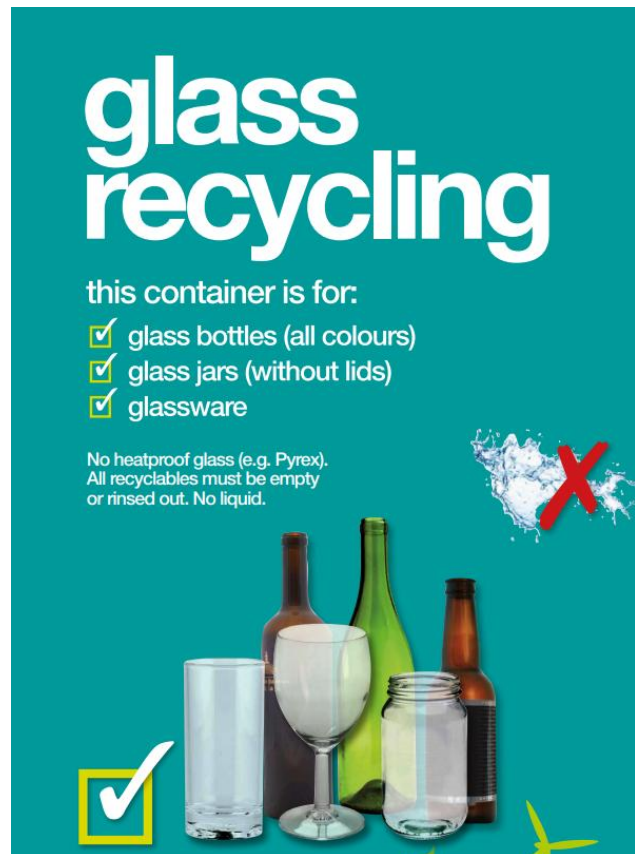
This includes:

Glass bottles (all colours)

Glass jars (without lids)

Glassware

DO NOT put heatproof glass (like pyrex) in this bin. **All containers must be EMPTY.**



GENERAL WASTE

This is for generic waste that cannot be sorted into the above bins.

This includes:

Non-Recyclables

Contaminated packaging (e.g. Pizza boxes with oil/grease on them)

Coffee Cups that have an internal plastic lining (rip cup to see internal lining)

Soft plastics (e.g. wrappers, film and plastic bags)

Polystyrene

Plastics that are not the numbers outline above in the DMR section



12 DIVINITY ROAD AND 56 ST JOHN STREET

Waste is collected via ODS. Please refer to this [page for the separation rules - they are different from the rules referred to above!](#)

If you have textiles e.g. clothes, shoes and bed linen then you can arrange a kerbside collection with ODS at, [Clothing and household textile collections by Recycling Solutions | Oxford City Council](#).

If you have any questions about where to dispose of items, please email sustainability@lincoln.ox.ac.uk.

FURTHER WASTE INFORMATION

PACKAGES

The Lodge receives thousands of packages a year mostly all delivered in non-recyclable materials and by diesel vans. To help reduce the impact of this please think carefully before ordering items to College. If you have to order and are ordering multiple items for the same shop, please choose a consolidated delivery option to reduce the number of packages and deliveries to the Lodge.

UNWANTED CLOTHES, ACCESSORIES, SHOES, BOOKS AND SMALL ELECTRICALS

At the end of each term Lincoln organises a charity collection with the British Heart Foundation. These boxes are located outside the MCR, inside the JCR, in the Bear Lane computer room and at the Museum Road Lodge. Any unwanted clothes, accessories, shoes, books and small electrical items. These items **should not go in the Dry Mixed Recycling or the General Waste** - please make use of the British Heart Foundation Bins.

If you have items to donate in term time then please consider donating to local charity shops including Oxfam on Broad Street, Oxfam Bookshop on Turl Street and British Heart Foundation on St Ebbes Street.

FINDING YOUR BINS

MAIN SITE

The bins for main site, SC15, Lincoln House and the Mitre are located in the Garage. There are now also food waste bins on main site.

Dry Mixed Recycling



Glass



General Waste



Food Waste



LITTLE CALDERON STREET

The bins for Little Clarendon Street can be found at the back of the yard.

Glass, Dry Mixed Recycling and General



BEAR LANE

The bins for Bear Lane can be found towards the Bear Lane entrance.

Food Waste and Dry Mixed Recycling



Glass and General Waste



MUSEUM LANE

The bins for Museum Road can be found at each end of the yard turning left or right from the lodge.

Dry Mixed Recycling



Food and Glass



DIVINITY ROAD AND ST JOHNS STREET

At these sites you will have two wheelie bins. The blue bin is for Recycling and the Green bin is for General Waste. Waste is collected via ODS. Please refer to this [page for the separation rules](#).

WATER

Every drop counts towards reducing this environmental impact. Please remember to:

- Avoid leaving taps running – when washing up or brushing your teeth.
- Choose the eco-friendly washing cycle.
- Report any and all leaks in taps, toilets, or showers to Maintenance via the [Accommodation Portal](#).

WHAT ELSE YOU CAN DO TO MAKE LINCOLN MORE SUSTAINABLE?

Three further ways in which you can help Lincoln become more sustainable are:

1. Help us save energy by following the 'Be Energy Friendly' guidelines
2. Reduce the amount of waste you produce by planning ahead for what you need each term and making use of the 'Waste Not Want Not' events, where you can donate items you no longer need and pick up items that you do need.
3. Join our Green Impact Team which is working to make Lincoln more sustainable!

For more information on any of the above please email the Sustainability Officer at sustainability@lincoln.ox.ac.uk.