

Green office checklist

Purchasing

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Source and purchase non-toxic, biodegradable cleaning supplies.				
Consider products with minimum packaging.				
Purchase and use products that are recycled and recyclable.				
Purchase products in bulk where possible.				
Purchase products from local suppliers and from suppliers committed to environmental issues.				
Purchase recycled and non-chlorine bleached paper towels, napkins and toilet paper.				
Purchase recycled and non-chlorine bleached paper stationary products including binders, envelopes, etc.				
Work with printing companies that use environmentally friendly papers and inks.				
Purchase refillable pens and tape dispensers instead of disposable ones.				
Buy locally grown organic food, and support caterers who do, too.				
If you have to use batteries, buy rechargeable batteries and a charger.				
If purchasing new equipment or appliances, look for energy efficient options.				

Personal Computer Use

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Print using lowest quality print setting when appropriate to conserve ink and cartridges.				
Save paper by design: use single-spaced text, narrower margins and smaller fonts when acceptable. - Avoid using colored paper when possible.				
Purchase a printer that prints two-sided documents and that will accept paper with print on one side.				

Reduce Paper Use

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Photocopy on both sides of a sheet of paper.				
Use electronic rather than paper faxes and circulate documents by e-mail.				
Eliminate use of fax cover sheets; write on the fax itself or attach a fax post-it note.				
Clip waste paper into pads to use for note taking and passing on messages.				
Print and photocopy onto the backs of used paper for drafts and internal notes.				
Use postcards for mailings when possible and use the smallest size envelope required.				
Cancel junk mail and mailings you receive two copies of.				
Buy printers and photocopiers that have a double-sided function – and ensure that people know how to use it.				
Use the reduction feature on a photocopier to fit more on a page.				
Put documents on a central notice board instead of distributing multiple copies.				
Keep mailing lists up-to-date and avoid duplicates.				
Use reusable inter-office envelopes.				
Create a newspaper and magazine exchange within your office.				
Use presentation software or dry erase boards for presentations rather than flip charts.				
Use undated, erasable wall calendars.				
E-mail, circulate, or post memos rather than photocopying them for everyone.				
Save sheets printed on only one side to stock fax machines, use as scratch paper, and to copy and print on when appropriate.				

In the Kitchen

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Keep washable plates, mugs, glasses and silverware in the kitchen and avoid using disposables.				
Encourage staff to bring lunches in reusable rather than disposable containers.				
Compost food waste, if possible.				
Use recycled and non-chlorine bleached paper towels and napkins.				
Hang hand-towels in the kitchen and bathroom and use cloth napkins instead of paper ones.				
Establish a system for washing cloth items.				
Purchase fair-trade, organic coffee.				
Avoid individually packaged sugar and cream/milk in the kitchen.				
Provide a dish washing area to support staff efforts to use reusables.				
Eat out as opposed to carrying-out food, and don't accept Styrofoam containers.				
Bring your own bags when shopping.				
Limit or eliminate fast food restaurants from eating options; provide suggestions for local or organic options.				

Recycling, Waste Reduction and Proper Disposal

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Fix or donate broken furniture rather than sending it to a landfill.				
Donate equipment and furniture to a resale store.				
Educate your office staff about recycling and proper waste management.				
Have a Used Goods Area in the office and include binders, folders, padded envelopes, cardboard boxes, disks, etc. - Use these before purchasing new supplies.				
Set up a comprehensive office recycling program for paper, cardboard, glass, metals and plastic, and clearly label all recycling bins.				
Dispose of hazardous materials properly according to regulations in your area.				
Join a waste paper recycling scheme.				
Recycle printer cartridges and other office consumables.				

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Recycle office waste such as drinks cans, plastic cups and fluorescent tubes.				
Send used computers, printers, and other electronic office equipment for refurbishment and recycling.				
Recycle furniture – send for refurbishment or to a charity.				

Meetings and Events

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Support environmentally responsible hotels and meeting places.				
Ensure that meetings and training sessions are held at locations served by public transportation.				
Label foods at events if they are local and organic.				
In evaluations of meetings and events, ask how the event could be “greener” in the future.				

Staff Incentives

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Conduct a company-wide Green Ideas competition to gather – and reward – the best energy saving ideas, etc.				
Link bonuses to the extent section managers ‘green’ their departments.				
Reward staff for reducing energy and resource use.				

Transportation

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Cycle, walk, take public transportation or car-pool to work.				
Use videoconferencing and conference calls instead of travel when possible.				
Locate meetings readily accessible to public transport facilities.				
Use surface public transport before using cars, and if you have to use a car, share it with someone else.				
Use trains or buses in preference to flying.				
Track the use of private cars on business, publicize people's mileage and reward those who use public transport the most.				
Encourage people to walk or cycle to work by providing showers, safe bike storage, etc.				
Encourage visitors to come by public transport by providing them with timetables and routes of buses and trains.				

Conserving Power and Water

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Ensure you have enough meters installed and read them regularly to check on where most electricity and water is used, then make others aware and take action.				
Switch off lights when rooms are not in use and where security is not compromised.				
Switch off computers and other powered equipment when they will be out of use for any length of time.				
Locate desks where they will get the most benefit from natural light.				
For windows that receive direct sunlight, close the blinds after work and on weekends to prevent excess heating in the summer.				
Open the windows and turn the air conditioning off on fine days.				
Turn off equipment during nights and weekends. (Even when not in use, appliances use electricity.)				
Shut off all taps tightly, and report any drips to building maintenance personnel.				
Install thermostats, and ensure that they work and are used.				
Use water saving devices such as automatic taps, low flush toilets and urinals and low volume showers – and if fitted make sure that they work.				

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Reduce water and energy use by filling kettles only with the minimum amount of water needed.				
Fix dripping taps, and ensure that water saving devices work.				
Install signs reminding people not to leave lights on or taps running.				
Turn on power-save modes on equipment and appliances.				
Ensure radiators and heaters are not blocked by furniture.				
Use energy-efficient compact fluorescent bulbs.				
Replace flickering fluorescent lights promptly.				
Use a ceiling fan or other fan in the summer with or without air conditioning.				
Review energy and water usage regularly to identify opportunities for power and water savings.				

Indoor Air Quality

ITEM / TASK	Doing	Plan To Do	Not Doing	Notes
Conduct an air quality check.				
Add plants to offices and use natural fertilizers.				
Change air filters regularly.				
Integrate indoor air quality concerns into your purchasing behaviors.				
Turn off air conditioning and open the windows on fine days.				
Notify your building manager immediately if you suspect indoor air quality problems.				