



Idea

4. **Use efficient lighting.** Switch lighting to compact, energy efficient fluorescent bulbs. They use less energy and last longer than normal bulbs.



56 simple ways of going green at work.

Short on ideas for improving your office's green performance? Then take a quick look here and you'll find lots of things that are easy to do and won't cost the earth!

Energy and electricity

1. **Turn off the lights.** Encourage people to switch off lights when they leave. Install timers in areas like bathrooms, kitchens, hallways and storage areas so lights are only on when they are needed.
2. **Buy Energy Star.** Whether buying fridges, heaters, computer or fixtures, look for the Energy Star label. You'll save electricity and money.
3. **Energy saving features.** Make sure everyone knows how to switch on the energy saving features on their equipment. Encourage people to use the features.
4. **Use efficient lighting.** Switch lighting to compact, energy efficient fluorescent bulbs. They use less energy and last longer than normal bulbs.
5. **Switch off.** Make sure all office equipment is turned off overnight and on weekends. Unplugging equipment saves even more energy than leaving them on stand-by.
6. **Send your computer to sleep.** Set up computers to go into sleep mode when not in use. Short energy breaks can cut energy use by up to 70%.
7. **No more screen savers.** Using screen savers does not save energy. Encourage people to set screen saver settings to 'none' or 'blank screen'.
8. **Lighting at night.** If lighting is needed for security at night, find the lowest wattage, most energy efficient bulbs as possible. Ensure timers are set to go off as soon as the natural light is sufficient – earlier in summer, later in winter.
9. **Keeping warm.** Reduce thermostat settings slightly in the winter and encourage people to wear an extra layer.
10. **Cool it.** In the summer set the air conditioning temperature slightly higher or open windows and use fans.

100% Recycled... No Compromise

www.evolve-papers.com | info@evolve-papers.com

- 11. Maximise efficiency.** Close windows to maximise efficiency of air-conditioners and heaters.
- 12. Thermostats on weekends.** Turn heating and air-conditioning off at weekends.
- 13. Let in the light.** Use more natural light with skylights and large windows. Make sure windows are kept clean and set up desks near windows so you need less artificial lighting.
- 14. Use green energy.** Switch your electricity supplier to a company that gets its energy from alternative, green sources.

Office equipment and products.

- 15. Buy recyclable.** Some electronic equipment like computers and printers are more easily recycled than others. Look for options that are recyclable with clearly marked components.
- 16. Buy smaller computer monitors.** Smaller screens use less energy. You can reduce energy consumption by up to 30% with a screen just 4 cms smaller.
- 17. Buy the best.** Don't skimp on equipment and furniture. Quality products often last longer and do not become obsolete so quickly.
- 18. Go second hand.** Look for recycled office furniture. Large companies replace furniture and electrical equipment regularly and it's usually good quality. It's cheaper and helps reduce landfill.
- 19. Recycle unwanted equipment.** A lot of furniture and electrical equipment can be recycled. Many recycling centres will pick up large items.
- 20. Be energy smart.** Buy electrical equipment that is energy efficient. Look for the Energy Star symbol or energy ratings.



- 21. Buy sustainable.** If you're buying new furniture or equipment, check how it has been made. Look for accreditations like TC099, ISO 14001 and Energy Star.
- 22. Buy local.** Sourcing equipment from local suppliers reduces product miles and carbon emissions. Ask the questions "Where was it made?", "Can I buy a locally produced alternative?"

Idea

- 23. Think about laptops.** Laptops are a more energy efficient option than desktop computers and they take less resource to make.



- 24. Share when you can.** Reduce the number of newspapers and magazines your office uses with a sharing scheme. You can even do this with non-business magazines.
- 25. Durable pens.** Use mechanical pencils and refillable pens.
- 26. Stationery swap.** Identify a central area for the collection of unwanted office supplies. People can either take items they need or surplus supplies can be stored for future use.
- 27. Contact your suppliers.** Many suppliers have initiatives to recycle their products, collect waste or help their customers go green. Talk to your suppliers and see what they can do.

Paper and printing products

- 28. Use both sides of the paper.** Set up your copiers and printers for double-sided printing.
- 29. Make memo pads.** Re-use unwanted paper by making up memo pads. Just a couple of staples and you've got a handy pad for phone messages, shopping lists or doodles.
- 30. Use the draft setting.** Printing in draft mode reduces ink consumption but still gives good enough print quality to read easily.
- 31. Reduce margin settings.** By reducing margin settings you can print more words on a page.
- 32. Powerpoint printing.** Print two or three slides to a page for presentations.
- 33. Recycle ink and toner cartridges.** Don't throw away cartridges, collect them and send them to be refilled and recycled.
- 34. Buy recycled ink and toner cartridges.** Recycled and refilled cartridges are readily available and give the same performance as normal cartridges.

Idea

- 35. Buy recycled paper.** Make a policy to buy and use 100% recycled paper products for as many office jobs as possible.



Idea

- 36. Paper recycling.** Make it easy to recycle office paper with bins in convenient places around the office. Label the boxes clearly with what is and isn't suitable. Organise a recycling pick up or drop off once a week.



- 37. Buy sustainable paper.** When using recycled paper isn't possible, ensure paper is made from sustainably managed forests and is chlorine free.
- 38. Email memos.** Send out memos by email rather than printing them out. People can then decide whether they need to print them out.
- 39. Remind people.** Put up a poster or notice by the printer to remind people to recycle.
- 40. Take it home.** Encourage people with children to take home waste paper for colouring and drawing. As long as the paper doesn't contain confidential information it's a great way for re-using paper.



Transport

- 41. Set-up a car pool.** Give people an easy way to connect with other people for car-pooling. It'll save people money and improve team spirit.
- 42. Be flexible.** Offer people flexibility to make using public transport more convenient. Starting 15 minutes later or earlier may make a journey by public transport easier or quicker.
- 43. Work from home.** Give people the option to work one day from home if possible.
- 44. Limit business trips.** Try to use videoconferencing rather than travelling to meetings.
- 45. Efficient company cars.** When replacing company cars look at hybrid options.
- 46. Offset business flights.** If business flights are necessary, think about using a carbon offsetting programme to reduce the impact of carbon emissions.

Idea

- 47. Walking and cycling.** Encourage people to walk or cycle to work with showers, changing areas and secure bike park facilities.



General

- 48. Clean the air.** Office plants are a great way to remove toxins from the air and make the office a healthier place to work.
- 49. Lunch from home.** Provide good kitchen facilities to encourage people to bring lunch from home and avoid pre-packaged food.
- 50. Wash up.** Use reusable cups, glasses, plates and utensils rather than disposable. Cheaper and greener.
- 51. Clean green.** Use environmentally friendly cleaning products whenever possible.
- 52. Turn off taps.** Remind people to turn off taps and conserve water. Or switch to automatic taps.
- 53. Buy Fair Trade.** Use Fair Trade, organic coffee and tea. Or local, organic alternatives.
- 54. Filter your water.** Provide filtered water instead of bottled water.
- 55. No more junk.** Make it a policy to remove your organisation from unwanted mailing lists. Request to receive catalogues via email.
- 56. Talk about it.** Let everyone in your office know about your environmental initiatives. Ask people for ideas and get them involved. The more people are involved, the more successful you will be.



Now, are you ready to get started? If you're not sure where to start, the best way is to choose a couple of the easier ideas and see how you go. Talk to your colleagues and see what ideas they think could work in your office.

Good luck!