

TOP 10 TIPS FOR KEEPING A

GREENER OFFICE



USE RECYCLED MATERIALS

When buying printer paper, look for recycled paper with a high percentage of post-consumer content and the minimum of chlorine bleaching.



START SMALL

The little things make a difference. Buy Fair Trade tea and coffee in bulk for your tea breaks. Put a small recycling bin under each desk, and eliminate the use of disposable cups by asking colleagues to bring their own cup or mug into work.

REDUCE WASTE

Buy supplies in bulk so that shipping and packaging waste are reduced, and reuse the shipping boxes. Recycling printer cartridges is often free, and recycled replacements are cheaper than new ones.



DINE OUT

If you want to leave the office for lunch, try walking or cycling - it's healthier, better for the environment and it'll save on petrol costs.



SAVE ENERGY

Many appliances have "standby" settings that draw power--sometimes as much as 15-20 watts--even when they're turned off. Make sure all the tech that can be completely switched off, is, by pulling the plug.



SWITCH IT UP

Artificial lighting is responsible for 40% of electricity consumption in a typical office building. Change your lightbulbs to energy saving bulbs, or install motion detectors so lights aren't left on unnecessarily.

DINE IN

Bringing lunch to work in reusable containers is a greener (and healthier!) way to eat at work. Bring in your own reusable plate and cutlery if your office doesn't provide them.



DIGITIZE

Cut back on printing as much as possible. Don't print emails unless it's absolutely necessary, keep your company manuals or handbooks online rather than distributing to staff.



TRAVEL GREEN

1/3 of the world's gas emissions are because of vehicles, therefore, ditching your car and walking or riding public transport helps to lessen them.



GO GREEN

Turn the office green with plants! They absorb airborne pollutants and emit healthy negative ions and oxygen into the air. (Plus they look good!)



120 tons of steel could be saved if every UK office worker used **one** less staple a day.