

simple ways of going green at work

By caring for the environment, you will also more than likely be looking after your finances. Put into practice our 30 simple tips below and become more environmentally friendly in the office and see the positive impact it can have!

1. **Turn off the lights** - encourage people to turn off the lights when they leave the office. Install timers in areas such as bathrooms, kitchens, hallways and storage areas so lights are only on when they are needed.
2. **Switch off** - make sure all office equipment is turned off overnight and at weekends. Unplugging equipment saves even more energy than leaving them on stand by.
3. **Send your computer to sleep** - set computers to go into sleep mode when not in use. Short energy breaks can cut energy use by up to 70%.
4. **No more screen savers** - using screen savers uses up more energy. Encourage co-workers to set screen saver settings to a blank screen.
5. **Use smaller computer monitors** - smaller screens use less energy. You can reduce energy consumption by up to 30% with a screen just 4cm smaller.
6. **Cool it** - in the summer open windows and doors and use fans instead of energy sapping air conditioning.
7. **Thermostats at weekends** - turn heating and air conditioning off at weekends.
8. **Be energy smart** - buy electrical equipment that is energy efficient. Look out for the Energy Star symbol or energy ratings.
9. **Use green energy** - switch your energy supplier to a company that gets its energy from alternative green sources. Visit www.greenhelpline.com for advice.
10. **Recycle unwanted equipment** - a lot of furniture and electrical equipment can be recycled. Many recycling centres will pick up large items. Visit www.businesslink.gov.uk for more advice.
11. **Buy sustainable** - if you are buying new furniture or equipment, check out how it has been made. Look for accreditations such as TCO99, ISO14001 and Energy Star.
12. **Buy local** - sourcing equipment from local suppliers reduces product miles and carbon emissions. Ask the questions 'Where was it made?' or 'Can I buy a locally produced alternative?'
13. **Share where you can** - reduce the number of newspapers and magazines your offices uses with a sharing scheme. You can also do this with non business magazines.
14. **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.
15. **Contact your suppliers** - many suppliers have initiatives to recycle their products, collect waste and help their customers go green. Talk to your suppliers and see how they can assist you.
16. **Use both sides of the paper** - set up your copiers and printers for double sided printing.
17. **Paper recycling** - make it easy to recycle office paper with bins in convenient places around the office. Clearly label the bins with what should be put in each container. Organise a recycling pick up or drop off once a week.
18. **Recycle inkjet and toner cartridges** - don't throw away cartridges, collect them and send them to be refilled and recycled.
19. **Buy sustainable paper** - when using recycled paper isn't possible, ensure paper is made from sustainable, managed forests and is chlorine free.
20. **Use draft settings** - printing in draft mode reduces the ink consumption but still gives good-enough print quality to read easily.
21. **PowerPoint printing** - print two or three slides to a page for presentations.
22. **Email memos** - send memos by email rather than printing them out. People can then decide whether they need to print them.
23. **Remind people to be environmentally friendly** - put up a poster or notice by the printer to remind them to recycle.
24. **Take it home** - encourage people with children to take waste paper home for colouring and drawing. So long as the paper doesn't contain confidential information, it is a great way of reusing paper.
25. **Set up a car pool** - it saves on time, natural resources and improves team spirit.
26. **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.
27. **Work from home** - give people the option to work a day a week from home if possible.
28. **Limit business trips** - try using video conferencing rather than travelling to meetings.
29. **Efficient company cars** - when replacing company cars look at hybrid options.
30. **Buy Fair Trade** - use Fair Trade products for your everyday office catering supplies or source local, organic alternatives.

