

9 tips for a more sustainable office!

Developing a greener or more sustainable office isn't just good for the environment. It's also good for business.

Here are some simple measures that you can take to help reduce your footprint.

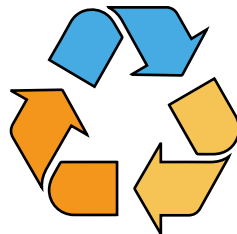
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Reduce your use of electricity and water

Conduct a spot check of your office to make sure that there are no leaky taps, install solar systems and take advantage of natural light.

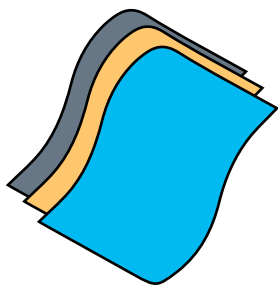
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Recycle

Make sure recycling bins sit in prominent positions, provide rechargeable batteries and real cutlery and crockery and ensure printer cartridges are recycled.

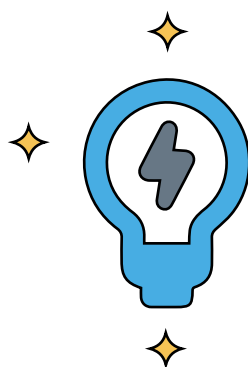
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Do not use resources unnecessarily, particularly paper

Use recycled paper, encourage your staff to print double-sided and to avoid printing emails. Where possible, provide whiteboards and laptops, and hand dryers or tea towels.

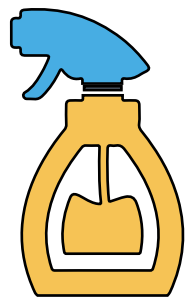
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Buy energy-efficient equipment and supplies

This includes equipment like air conditioners, computers and lunchroom appliances, as well as bulbs for your lights. Also, switch things off when not in use.

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Make green purchasing decisions

Think about the resources you need to run your business. Are there green alternatives? Also, look at the green credentials of your suppliers.

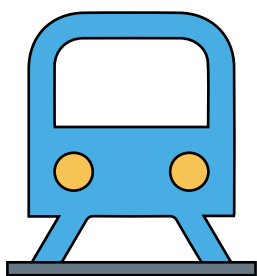
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Introduce some plants

Plants help to recycle the air, brighten up the office, and reduce stress and other workplace nasties!

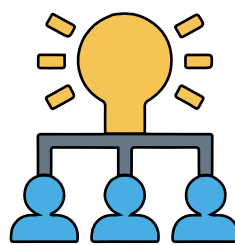
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Reduce unnecessary staff travel

Choose to set up your office close to public transport options and install end-of-trip facilities (like bike racks and showers).

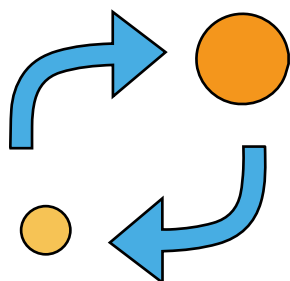
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Get your staff involved

A great way to encourage change is to get everyone involved. Consider regular Green Office Challenges or think about pulling together a 'Sustainability team' to brainstorm and implement new ideas.

9



Remember that small changes make a big difference.

The great thing about striving for a more sustainable office is that your changes do not have to be big and expensive to generate results.

10



Negotiate a 'green lease'

Work with a tenant rep to set up a green lease, which incentivises the landlord to reduce the building's environmental impact and minimises your lease's carbon footprint.