

Why this Leaflet?

More than 50% of the UK workforce is office based, so the effects of office management on the environment are considerable. The simple management practices outlined in this leaflet can save money and improve staff motivation as well as having a positive effect on the environment.

Paper Use

- Use both sides and re-use paper for rough notes
- Photocopy double-sided and avoid making excess copies of documents
- Where possible, proof read on-screen
- Re-use folders and ring binders
- Use recycled paper where possible. Look for the ABCD classification and the NAPM award. Classification A has the least environmental benefit, grading D has the most.

Recycling

- Re-use and recycling saves on raw material and waste disposal costs
- Recycle paper, cans, bottles and empty toner cartridges
- Re-use waste paper and envelopes;
- Co-ordinate with local businesses, who also have waste to recycle. Joint collections are cheaper and more frequent. Some organisations may even be willing to buy your waste for use as raw material.

Disclaimer: This leaflet is intended to provide only a brief introduction to some common environmental issues affecting business and should not be regarded as fully comprehensive advice.

Greening the Office

BRIEFING NOTES

Energy

General - Ensure that energy meters are checked regularly and that the billing system is fully understood. Companies with 250 employees or less can apply for rebates to cut the cost of installing controls - contact Greenwich Energy Efficiency Advice Centre for specialist guidance (020 8855 4663).

Lighting - Switch off lights when not in use and ensure that brightness does not exceed that required for the working environment. Use natural light where possible and energy efficient bulbs. Positional lighting, such as angle poise lamps, may be cheaper and more effective.

Heating - Improve insulation and draft proofing. Don't heat parts of the premises not used. Don't use more heat than necessary - every degree adds approximately 6% to your energy bill. Service heating systems regularly. Ensure that heating can be easily controlled rather than relying on opening windows.

Equipment - Turn off equipment when not in use. Buy energy efficient equipment and use the standby end energy save mode. Drinks vending machines waste energy - use kettle and mugs instead.

Fuel - Consider whether transport and distribution systems can be better organised to reduce mileage and to avoid congestion. Plan routes for journeys and record the mileage, fuel consumption and servicing of each vehicle.



Office Pollution

- High voltage electronic equipment produces ozone. Make sure photocopiers and printers are situated in well ventilated areas and away from peoples desks if possible.

Water and Cleaning

- Avoid chlorine or solvent based cleaning products
- Don't waste water - fix leaking taps and make sure urinals don't flush continuously, or during the night and weekends
- Put water savers in toilet cisterns.

