

25 tips for going green today!



1. Turn off the lights when you leave
2. Make sure everyone knows how to switch on the energy saving features on their equipment.
3. Switch off. Make sure all office equipment is turned off overnight and on weekends.
4. Send your computer to sleep. Short energy breaks can cut energy use by up to 70%.
5. No more screen savers.
6. Keep warm. Reduce thermostat settings slightly in the winter and encourage people to wear an extra layer.
7. Cool it. In the summer set the air conditioning temperature slightly higher or open windows and use fans
8. Turn heating and air-conditioning off at weekends.
9. 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.
10. 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.
11. Buy the best. Don't skimp on equipment and furniture. Quality products often last longer and do not become obsolete so quickly
12. Go second hand. Look for recycled office furniture.
13. Recycle unwanted equipment.
14. Buy electrical equipment that is energy efficient.
15. 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.
16. Buy local.
17. Share when you can. Reduce the number of newspapers and magazines .
18. Use both sides of the paper.
19. Reduce margin settings. By reducing margin settings you can print more words on a page.
20. Buy recycled ink and toner cartridges. Recycled and refilled cartridges are readily available and give the same performance as normal cartridges.
21. Buy recycled paper.
22. Set-up a car pool.
23. 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.
24. Work from home. Give people the option to work one day from home if possible.
25. Limit business trips.

