



The Eco-efficiency Checklist Number 1-Office



Fill out this easy checklist to see how Eco-efficient your office is

What is Business Eco-efficiency?

Business Eco-efficiency means producing goods and services using less energy and fewer natural resources. This results in less waste and pollution, leading to a reduction in resource costs and environmental impacts. In essence, Eco-efficiency recognises that ecological efficiency is economic efficiency.

REDUCE &/OR AVOID

Paper usage:

Using recycled paper saves money and trees. Every 100 reams of recycled paper that is printed double sided saves two trees, more than a tonne of greenhouse gases and almost a cubic metre of landfill space compared to paper that is not recycled and double printed.

Do you...

(Please tick one answer only)
always sometimes never

- use electronic information storage and communication (e.g. e-mail)? always sometimes never
- print documents double sided? always sometimes never
- print two pages on one sheet? always sometimes never
- use 100% recycled eco-friendly paper for all office paper needs? always sometimes never

Power usage:

By reducing your electricity consumption, you are reducing air and water pollution from power stations. A tonne of greenhouse gases is saved for each 1,000 kilowatt-hours of electricity you save.

Do you...

always sometimes never

- turn off machines when not in use? always sometimes never
- connect your computer monitor to the hard drive so both are switched off automatically? always sometimes never
- use energy star efficient office equipment? always sometimes never
- use compact fluorescent lights? always sometimes never
- use natural light wherever possible always sometimes never
- have windows that can be opened instead of air conditioning? always sometimes never
- set thermostat at 20°C in winter and 24°C in summer always sometimes never

Fact

Not all recycled paper is 100% recycled. 100% recycled paper comprises pre & post consumer wastes. Only post consumer recycled paper is made from 100% recycled paper. Ask your supplier to provide 100% post consumer recycled paper.

Tip

Fax machines and scanners are mostly inactive so it is important to choose one with a low-energy rating or turn off when not in use.

Purchasing:

Use your power as a purchaser to buy environmentally friendly products where possible.

(Please tick one answer only)

Do you request suppliers when providing goods to:	always	sometimes	never
reduce the amount of packaging they supply?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
take back their packaging?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
use reusable boxes, containers, and wrapping?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
provide office equipment that can use recycled paper and cartridges?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
provide products in bulk?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

REUSE

Wastes are resources that can often be reused. This saves money and waste disposal costs.

Do you...	always	sometimes	never
reuse paper printed on one side in the fax machine?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
use refillable toner cartridges in the printer or copier?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
reuse folders, file clips and covers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
encourage staff to use reusable cups, crockery and cutlery for lunch/tea breaks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

RECYCLE

Wastes that are segregated can be valuable resources for others.

Do you recycle...	always	sometimes	never
all paper and cardboard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
glass, tin, plastic containers and aluminum cans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
food scraps by composting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

MONITOR

A monitoring system helps to keep track of amounts of resources used and wastes produced, leading to possible opportunities for improvement.

Do you monitor...	always	sometimes	never
your consumption of energy, water and office supplies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
quantities and cost of materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
wastes sent to landfill, recycled and/or reused?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

CALCULATE YOUR ECO-EFFICIENCY SCORE

By adding up your ticks

Value of ticks: Always = 2

Sometimes = 1

Never = 0

How did you score?

- 30+ You are doing a good job of being Eco-efficient. Well done!
- 15 - 29 Whilst you have made a start to help save our earth's resources, you could do even more.
- < 15 You need some assistance, we suggest you have a look at the Eco-Efficient Office Action sheet.

For more information please contact the Eco-efficiency Team on 08 8204 9068 or 08 8204 8578.

Tip

Reuse blank side of 'scrap' paper in the fax machine.

Myth

Printing double-sided and / or using recycled paper causes a photocopier to jam.

Reality

With modern equipment, this is avoidable. Most manufacturers will specify brands of paper they approve for use in their machine.

Myth

Screen savers save energy.

Reality

Screen savers are energy wasters. If you want to save energy, set your screen saver to 'none' or switch off your screen.

Action List for an Eco-efficient Office

The information you have gathered will help you to develop an action plan to reach your goal.

First you need to determine the steps between your present position and your goal. To ensure success it is better to think in small steps; if you can taste a tiny bit of success you will be more inclined to keep going. Always include some 'cinch steps' in your plan. These are things you can achieve easily, and that provide a positive mind set. For example, ring and find out the date of the next eco-efficiency training program (see back page for phone numbers). The sense of accomplishment you get carries over to more challenging tasks. List the steps you will need to take below.

List the activities that you ticked 'never'.

- _____
- _____

Select one or two activities or an area that you would like to work on to improve your office's Eco-efficiency.

- _____
- _____

This forms your action starting point for change towards a more Eco-efficient Office!

Set improvement targets (e.g. reduce your energy costs by 10%)

Remember that any goals you set should be SMART:

Specific - exactly what do you want to be doing?

Measurable - how will you know you have reached your goal?

Achievable - is it something you have the ability to do?

Realistic - are you prepared to spend the time and necessary effort to make your goal happen?

Timeframed - by when do you wish to have achieved the goal?

What are the main obstacles that will prevent you from achieving this goal?

Listed below are some common ones to get you started – add any others you can think of.

1. Costs are prohibitive
2. Staff are unsupportive
3. Unsure of appropriate brand
4. _____
5. _____
6. _____

