Top Tips For A Greener Office

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1) Recycle

Top Tips For A Greener Office

Paper, paper, paper – offices use loads of it, so for the paper that you do use, it's vital that you recycle it once you are done.

Plastics are also a huge part of office life, make sure that you have separate recycling options for the milk cartons etc.

Electronics and batteries can also be recycled, so make sure when you are replacing bits and bobs around the office that you read up on your options.

Some Printer Cartridges can be recycled! Sometimes the manufacturer will take them back to be reused so do your research before sending them to landfill.
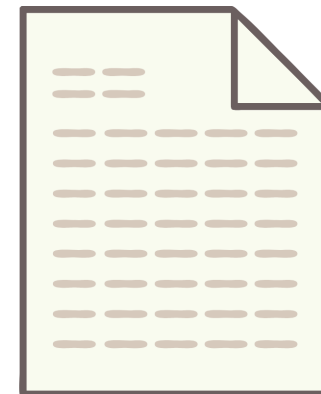
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2) Go Paperless

Computers are a great thing and have reduced some of the paper usage in the office environment. With emails, we no longer send notes and our diaries are now on the screen instead of the notebook but there are still ways that you can implement a paperless office. Take a moment to take stock of the paper you still use and what an effective alternative might be. Here are some ideas to start you off:

Don't print emails.

Don't overuse post-it notes.

Reuse printouts etc. as scrap paper for notetaking.

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3) Environmentally Friendly Products

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There are a huge amount of environmentally friendly products on the market, you just need to take a few minutes to research which ones are right for you and your office.

Here are a few points to get you started on your office eco-drive:

Cleaning products – make sure these are cruelty-free and made with products that aren't harmful to the environment. Try to avoid wet wipes wherever possible.

Recycled paper for your printers is an easy place to start in your new green office.

Similarly, there are shops and companies that sell recycled paper loo roll – an eco-swap that can be done today!

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4) Turn Off Rather Than Standby

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"A PC monitor left on overnight can waste enough electricity to laser print over 500 pages." (Energy Saving Trust)

Watching your energy consumption is not only great for the environment, it can also save you and your company money.
Don't leave your computer, printers etc. on standby overnight.
Turn off lights at the end of the day.
Invest in energy efficient appliances.
Take the stairs rather than use the lift, if you are able.
Only boil the kettle with the amount of water you need.
Unplug chargers and docking stations when not in use to avoid electrical leakage.

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5) Encourage Eco-Commuting

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There are many ways to commute to the office, but it is all too easy for many to simply jump in the car. Why not see if you can encourage employees to take a greener option:

Car share – this cuts down on the total amount of car journeys taken, and therefore emissions.

Cycle to work schemes – this can include loans to buy a bicycle, it also includes having a secure place to store them during the working day.

Public transport – is a great option for many people, having flexible working hours can help encourage this, as it takes the stress out of the possibility of being late.

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6) Ditch The Disposables

It's easy to keep doing things around the office simply because that is the way 'it's always been done", but why not take a good look around the office and see if there are any disposables that can be replaced?

Mugs not paper cups.

Glasses not plastic cups.

Reusable cutlery, rather than plastic.

Tea towels not kitchen roll.

Ditch plastic straws.

Add a water filter to taps to discourage employees buying bottled water.

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7) Start A Green Team

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Chances are there are some eco-warriors amongst your employees/colleagues, so why not start a Green Team for your office. They can take charge of motivating the office to tackle eco-issues. Here are some ideas to get the team started:

Monthly challenges for the office/employees.
Recipes for vegan meals to try.
Educational talks.
Blog posts on company intranet.
Eco-training for employees.
Fundraising activities for chosen
 eco-charity.

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8) Shop Local For Office Products

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By shopping and ordering locally, you are not only helping reduce the carbon footprint of the items you buy, you are also helping boost the local community and support independent retailers. Win, win!
Before you order any food or drinks for that upcoming meeting, or you order a new stock of marketing materials – maybe look around your local neighborhood and see if there are any services you can use nearby?

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9) Upgrade To A Greywater System

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'Greywater can be defined as any domestic wastewater produced, excluding sewage. The main difference between greywater and sewage (or blackwater) is the organic loading. Sewage has a much larger organic loading compared to greywater." – sustainable.com.au

By reusing water you can save the amount of water that your office uses in total, in turn, also reducing your annual bill.

Also, consider using 'used water' to water plants around the office.

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10) Clearly Sign Your Green Initiatives

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I know that it can be hard to think about the environment when you are busy at work. It's understandable, but with the way the world is going, it's vital that we all try our best to do our bit.
Make sure that all your new green initiatives are clearly signposted for your employees/colleagues. This makes them easier to use and is more likely to get people on board!
It helps to cover things such as:
What can be recycled where.
Reminders to turn off electronics and why.
Note in your email signature to
 remind not to print if not essential.

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Need a helping hand with your business or side hustle?
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