

Environmental checklist for your office

This checklist will support you to start thinking about your “green” credentials as a business - highlighting what, and how, you can improve. A good output from this assessment would be a clear target and plan to improve over a defined period of time.

Areas for review	Current	Target
ENERGY USAGE		
LED lights - how many do you have in place? Can this be improved?		
Insulation - how well are your premises insulated? Can this be improved?		
IT set up - how many desktops do you have v laptops? (Laptops are more energy efficient)		
Switching off lights - do you have an automatic switch off? Can you encourage more?		
Appliances - are all of your appliances energy efficient (at least A+ rated)?		
Do you have a smart meter? This will help to monitor energy use		
Who is your current energy supplier? Can you switch to a “green” supplier tariff?		
Do your taps have sensors/auto switch off?		

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TRAVEL		
Do you have electric car charger points?		
Do you have a car share scheme in place?		
Do you have a cycle to work/ cycle purchase scheme?		
Do you allow homeworking/hybrid working?		
USE OF PAPER/PLASTIC		
How much paper do you use? How can you go paperless?		
Do you have printers in the office? Are these necessary? How can their use be reduced?		
What filing system do you have in place? If paper based, can you go digital?		
Are you using disposable cups in your office? Can these be removed?		
What marketing material/letters are you producing for customers? Are they paper based? Can you go digital?		

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RECYCLING		
Do you have dedicated recycling bins in your office?		
Do you have enough recycling bins in the right places to maximise recycling?		
Does your waste management service recycle appropriately?		
Do you have a business target for recycling? What can you commit to?		
Do you have composting capability? Can you start to compost (tea bags and coffee grounds etc.)?		