

TOP 50 TIPS FOR GREENING YOUR OFFICE SPACE...



GreenBusiness 

LOSE THE BIN



If there is a strong recycling system in place you should remove the general waste bin from your desk.

USE THE RIGHT BIN



Put waste in the right bin. For example, avoid putting food waste in the recycle bin.

AVOID DISPOSABLE



Avoid using disposal plastic cups for water (use refillable drinking bottle or regular glass).

MAX THE ENVELOPE



Reuse envelopes wherever possible, especially for sending information internally.

READY, AIM, RECYCLE



Make sure your office has a designated paper recycling bin.

RECHARGEABLE ROCKS!



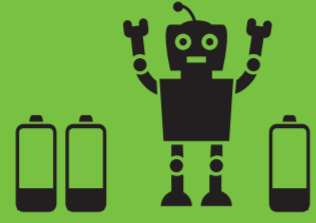
Use rechargeable batteries where ever possible, this eliminates the need to buy new ones.

FOOD WASTE'S SECRET



When you waste food, you also waste the energy, water and resources it took to put it on your plate!

ELECTRIC ELECTRONIC



Waste electrical and electronic equipment (WEEE) and batteries should be stored separately and not go into general waste.

YOUR RULES



If customers and suppliers have access to your waste containers, make sure they are labelled correctly.

EMAIL V's PAPER



Email or circulate memos rather than copying for everyone.

USE PAPER WISELY



Write on the reverse side of sheets for scrap paper or general use.

BUY, USE, DONATE



Donate used/usable computers and other technology to schools, libraries, and non-profit organisations.

ASK AND YOU 'LL RECEIVE



Ask management to provide reusable mugs, utensils, glasses, plates, and bowls for employees.

PACK YOUR OWN LUNCH



Buying a lunch every day wastes time, energy, and often food. Pack a lunch and get more time to enjoy your break.

IT'S THE TRUTH



Ireland generates over 1 million tonnes of food waste every year!

SAVE THE TREES!



Fill the copier with recycled paper.

KNOW THE CODE



This waste management hierarchy indicates an order of preference for action to reduce and manage waste.

GO VEGGIE!



Go vegetarian once a week. Eating less meat eases climate change.

UNNECESSARY WASTE



To prevent waste, avoid single use portions of sugar, salt, jam, butter etc. in the canteen.

HEAT THE WORLD?



Try not to heat a room if the windows or doors are open. You are asking your system to heat the entire planet!

THE BIG AIR 'CON'



Only use air conditioning in offices, meeting rooms and storage areas when people are actually present.

COSTLY HEAT SOURCE



Avoid using supplementary electric heaters. These are one of the most expensive heat sources to run.

KEEP HEATERS CLEAR



Your office will heat up more efficiently if heaters and radiators are kept clear. So, do not cover them or place furniture in front of them.

REAL AIR VS AIR CON



Before you run your cooling system, consider if your office could be sufficiently cooled by opening doors and windows.

OVER LIGHTING



Be aware of over-lighting. Too much light can lead to glare, eye strain and headaches... and waste energy.

LIGHT WHAT'S NEEDED



Only switch on the lights that you need rather than the whole floor area.

SWITCH OFF & SAVE



Switch lights off in unoccupied rooms. It's always cheaper to switch off lights no matter how short the time period.

ASK FOR CHANGE



Ask management for energy efficient lighting. LED energy-efficient lighting can make immediate savings.

ASK FOR MORE



Make sure windows and skylights are cleaned often.

FENG SHUI YOUR SPACE



Lay out your office to make best use of natural light.

LAST ONE OUT



Ensure cleaning staff turn off the lights and heating when they are finished.

ENERGY SAVER



Turn off your computer monitor if you are going to be away from your desk for more than an hour.

TURN IT OFF, OFF!



Turn off PCs, monitors and communal equipment at the end of the day. Not just energy saving mode!

2 SIDE GOOD, 1 SIDE BAD



Set up printers to print both sides of the paper (duplex printing), which saves energy by not printing more than necessary.

RETHINK & SAVE INK



Break the habit of printing everything and re-consider printing that email.

ONE CUP OR TEN?



Do not over-fill kettles. If you are not going to use all the water, why heat it?

OLD SCHOOL RULE



Did your mother ever tell you, keep the fridge door closed? Leaving a fridge door open in the canteen wastes energy and costs money.

BE A HEAT SYSTEM NERD



Find out how the heating system for your office works and make sure you are taking full advantage of built in energy efficiency functions.

SHOWER DOWN



When you shower, save water and energy by shortening your time by a minute or two.

LOVE WATER, OR ELSE!



Only 3% of the earth's water is fresh. The rest is salt water. EEK!

DISHWASHER LAW #673



Run the dishwasher only when it's full. You can save over 3,000 litres of water a month.

FULLY, FULLY OFF!



Make sure you turn taps fully off after use. A dripping tap can cost up to 23 cent a day if left unchecked.

INFORM ON THE LEAK



Inform management if you spot a leak. Then ask for a reward!

AVOID FINGER WRINKLE



When washing your hands, turn the water off while you lather.

HARVEST RAINWATER



Water office and building plants with collected rainwater.

GET YOUR DRINK ON



Designate one glass for your drinking water each day, or refill a water bottle. This will cut down on the number of glasses to wash.

HOLY H₂O BATMAN!



Tap water is 1,000 times cheaper than bottled water!

AVERAGE CONSUMPTION



Each person uses on average 50 litres of water a day.

TAKE IT ALL HOME



Most tips on this poster can be used at home. It's the small changes that can make the big difference. It all starts with you!

WHAT DO YOU THINK?



Brainstorm sessions and come up with your own innovative ideas to cut down energy costs, save water and reduce waste.