



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

GREEN TIP #100: August 2018

Establish Commitment

The first step for any office wanting to improve their environmental standing is to establish commitment. All offices should have an environmental policy that is adopted, authorized and committed to by the top management. Creating a green office space is much easier when everyone is on board and on the same page. Establishing commitment helps to set targets, develop programs and goals, monitor progress, and maintain enthusiasm.

Office environmental policies should include the following:

- Minimize the use of natural resources to lessen the impact on the environment.
- Minimize the amount of waste going to the landfill
- Purchase non-polluting and energy efficient technologies wherever possible.
- Set standards and targets where no relevant government regulation exists.
- Establish an action plan with a regular review of progress.
- Measure progress against set targets for resource efficiency and pollution reduction.
- Assist suppliers and customers to promote greener products and services.
- Report fully the environmental performance of the office to stakeholders and communities in annual report.



Tips

- Start and continue discussing environmental issues and your office's impact routinely during office meetings.
- Appoint a green champion for your office. This may be a person or committee responsible for implementing environmental initiatives.
- Encourage staff involvement; include training and raise awareness, and provide reminders.
- Conduct a waste and energy audit to determine the areas and issues that need focus.
- Develop specific action plans and targets for individual issues; make sure these are realistic.
- Put in place monitoring programs to determine your office's progress.
- Get feedback from staff and communicate results and progress.



Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!