



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

One step at a time

Attention: Office Staff	From: Sarina @ REAPS
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Interested in helping to make your office more environmentally friendly?

REAPS is here to assist you!

We all contribute to the environmental issues facing the world today, but we can choose to be part of the solution. The decisions we make daily on behalf of our workplaces reflect our collective determination to do what is less harmful to the earth.

REAPS can assist your office in creating solutions for a greener work space.

Choose one or all of these options to get started:

Get a Green Office Guide

Ask for our Green Office Booklet and go through it together with staff at meetings. The booklet outlines some areas of improvement for most office spaces. The booklet divides green tasks up in small portions, so everyone in the office can sign up to be responsible for one aspect of office improvement.

Sign up for monthly green tips faxes/emails

These come in short compact notices once a month. The tips can be shared at meetings, posted up in the staff room, or simply circulated among employees



Sign up for a Waste Assessment or full Waste Audit

REAPS offers waste assessments and audits to businesses. An analysis of your office can provide suggestions to a greener way of business (recycling opportunities, composting, and waste reduction).