



**R**ecycling and  
**E**nvironmental  
**A**ction  
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# 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 #71:

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## Natural cleaning for the entire office



Every office will have its cleaning needs, from the hard surfaces in the break room to the toilets in the bathroom. The choices made in how we clean and what we use to clean can affect the environment. Many cleaners have negative impacts on our water and organisms that come in contact with it. As well, many items we use to clean can be wasteful, such as paper towel.

Many areas of the office can be cleaned using simple cleaners. For cleaning glass and windows, find an old reusable spray bottle and fill it with water and a little bit of white vinegar. White vinegar is great at cleaning

without leaving streaks, and it doesn't leave chemicals and excess waste. Rather than cleaning windows and glass with paper towel, try using a washable cloth to reduce paper waste. For dusting, try using a washable duster or cloth.

To clean sinks and countertops, saturate a cloth in white vinegar and wipe. Another option is to wet the surface, sprinkle baking soda, and gently scrub. Use water to rinse and remove the baking soda. For faucets and fixtures, a microfibre cloth dampened with water is sufficient to clean them, and buff dry with a clean, dry cloth.

For toilets, try pouring a cup of white vinegar evenly around the bowl and let stand for five minutes. Brush clean and flush toilet. Another toilet cleaning option is to sprinkle baking soda in the bowl and brush clean. Try to avoid using bleach in toilets, as it contains caustic soda which can kill valuable organisms which are important to the digestion of wastes in sewage plants. A bleach-free eco-friendly toilet cleaner would also be effective. For floors, use a mop and bucket filled with 1 cup of vinegar to 4 litres of water.



*Do you have any questions or suggestions? Call or email us at [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)!*