



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 #77:

September 2016

Appoint a sustainability lead

If you and your office are committed to becoming more eco-friendly, consider designating a sustainability leader or team within the office. After all, deciding to implement green practices is only half the battle! A sustainability team or leader will keep tabs on new (or existing) green practices to ensure that your team is following through.



Their responsibilities could include:

- Communication! Make sure everyone is aware of green practices in the workplace, and field questions or give clarification as needed
- Introduce creative or fun ways to get the office motivated to be eco-friendly (e.g. recycling competitions, bike-to-work contests, 'who can bring the best bagged lunch' awards)
- Track key performance indicators related to sustainability, such as:
 - reductions in office carbon emissions
 - reductions in office water usages
 - reductions in paper being ordered for office use (and estimated number of trees saved as a result!)
 - increased amount so recycling and/or reductions in landfill waste produced by office
 - any KPIs that relate specifically to green practices adopt by your office!
- Brainstorm or seek feedback about new eco-friendly practices or adjustments that could be made in the office

Giving team members individual ownership over green practices is a great way to give passionate team members an opportunity to shine, and ensure that your office takes pride in their efforts, which in turn means your commitment to sustainability is even more likely to succeed. Win-win!

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