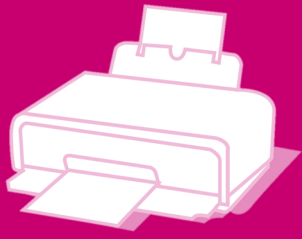


BE OFFICE SMART



If you really have to print, print double-sided.



Rethink! Reduce, re-use and recycle your waste.



Drink tap water instead of bottled water.



Always close taps properly.



Switch off lights and equipment not in use.



Dress right for the weather. Save on air conditioner use.



Walk, cycle or use the bus rather than drive.



Have a meat-free day once a week.

SMART OFFICE HANDBOOK

www.capetown.gov.za/smartoffice



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