



Smart Office Toolkit – Biodiversity Audit Sheet

How to use the audit sheet

- Below is the biodiversity audit sheet that you can use when doing an audit at your office.
- You can print out this audit sheet and fill in the different sections.
- The purpose of doing this biodiversity audit is to determine how your office positions itself in relation to biodiversity. It could possibly improve the way your office relates to the environment

Biodiversity Audit Sheet			
Name of auditor		Date	
Address		Venue	
Answer the question	Yes	No	Comment / solutions
Do you have a green team at your office?			
Does your office have an environmental policy?			
Does the car park at the office have permeable paving so that water can soak into the ground?			
Are most of the plants indigenous (naturally occurring) to the area?			
Do you often see birds and insects at your office?			
Do you have any facilities to encourage bird life?			
Is there a lawn area that needs mowing and watering?			
Is there a vegetable garden?			
Are organic pesticides or herbicides used at the office?			
Is there a nature reserve or natural area close to the office?			