



Smart Office Toolkit – Scoping Audit

This scoping audit has been designed to provide you with an **overview** of how green your office is. It is not a comprehensive audit, but a quick guide that can assist you to decide where to start and what to focus on.

Name of auditor:	
Date of audit:	
Venue audited:	

Circle the relevant answer. If unsure, rather mark NO and follow up on it. You can give half a point if relevant (i.e. if only a section of the answer is YES). Aim for above 75%. If it is not relevant, then you can mark it as not applicable (N/A) and reduce the maximum score.

General / Administration

1.	Does your office have an environmental policy? Is it on display?	YES	NO
2.	Do you have an Environmental Management Plan (EMP) or action plan for implementing environmental principles and practices?	YES	NO
3.	Does a staff member or team have designated responsibility for environmental issues at the office? Is it written into their job description?	YES	NO
4.	Do environmental issues form part of the staff induction programme?	YES	NO
5.	Do employees receive training on environmental issues?	YES	NO
6.	Do you implement a green procurement policy that gives preference to green products and services?	YES	NO
7.	Do you do annual environmental assessments and compare them to previous years?	YES	NO
8.	Do you do any carbon footprint calculations or trend tracking relating to your office or business practices?	YES	NO
9.	Do you do monthly monitoring of resource consumption, such as amount of energy used, water consumed or waste generated?	YES	NO
10.	Do you have a building management system (BMS) that helps to manage resource consumption at your office?	YES	NO
11.	Do you have a mechanism to communicate with your staff about environmental issues, such as a notice board or newsletter?	YES	NO

12. Do you have signage around the office to remind staff to switch off, turn off or recycle?

YES

NO

State of administration



Calculate your marks by adding up your YES answers out of 12. If it is not applicable, then reduce the maximum amount of points.

Energy efficiency

- What is the main source of energy for heating and cooling your building? What about your water? (circle answer for Building and Water)
 - Eskom electricity
 - Gas or oil
 - Renewable energy
- Do you have a relatively new and up-to-date heating, ventilation and air-conditioning (HVAC) system that is well maintained?
- Do you have local thermostats so that you can control the temperature in different areas (or is it all centrally managed)?
- Has your geyser temperature been optimised (set to 60 degrees, with timers or load control where needed)?
- Are hot water pipes insulated to keep the water warm?
- What kind of lights do you have predominantly? There is most likely more than one type of light, so indicate what you have in most of the building and what is second.
 - High energy-consuming lights
 - Fluorescent lights
 - Energy-saving CFLs
 - Very efficient LEDs
 - Large areas use natural light
- Plug loads: Are the appliances unplugged when they are not in use?
- Does your building have an energy-saving plan in place to encourage energy conservation and efficiency?
- Has your energy-saving plan been communicated to all the staff and are they actively implementing it?
- Does your office building have proper ceiling insulation?
- Does your office use energy-saving appliances?
- Does your building use any renewable energy systems (solar, wind, geothermal, other)?

Building Water

1	1
2	2
3	3
YES	NO
YES	NO
YES	NO
YES	NO

Mostly Second

0	0
1	1
2	2
3	3
4	4
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

13.	Are you able to use natural ventilation instead of using an air-conditioner, such as opening windows?	YES	NO
14.	Do you have detailed measuring of the energy consumption of your office, preferably with sub metering?	YES	NO
State of energy efficiency  Calculate your marks by adding up your YES answers and points out of 25. (12 x YES, plus two types of heating out of 3 and two types of lights out of 4 & 3)			

Waste reduction

1.	Does your office have a waste management plan with a recycling programme in place?	YES	NO
2.	Have you done a waste audit to determine the types and amount of waste generated at your office?	YES	NO
3.	Do you have recycling containers in the offices?	YES	NO
4.	If you have recycling containers, are they clearly labelled and conveniently located?	YES	NO
5.	What kinds of resources do you recycle? (one point for each type)		
	• Paper/cardboard	1	
	• Plastic	1	
	• Glass	1	
	• Tin/aluminium/steel	1	
	• Organic	1	
6.	Does your office have a plan for collection of recyclables and taking them to a recycling centre?	YES	NO
7.	Does your office purchase supplies and equipment that are made from recycled materials, e.g. paper products? (eco-procurement)	YES	NO
8.	Does your office dispose of your electronic waste in a responsible manner (e.g. old computers, printer cartridges and batteries)?	YES	NO
9.	Does your office save paper by storing information digitally?	YES	NO
10.	Does your office have a composting programme for garden waste (leaves, grass or weeds) or food waste (tea bags, fruit peels, etc.)?	YES	NO
11.	Do you have a clear mechanism in place to deal with the safe disposal of hazardous waste, such as CFLs or chemicals?	YES	NO
12.	Are your printers set to automatically print double-sided to reduce the amount of paper needed?	YES	NO

13.	Do you have clear signage in the office to encourage staff to reduce, re-use and recycle?	YES	NO
14.	Do you encourage staff to bring their recyclables or hazardous waste (CFLs or batteries) to the office for recycling?	YES	NO
If you have a canteen at your office:			
15.	Does your office have a programme in place to minimise food waste from the canteen food production?	YES	NO
16.	Does your office canteen serve food on reusable plates and trays instead of disposable single use items?	YES	NO
State of waste 		Calculate your marks by adding up your YES answers and points out of 18 or 20 depending on if you have a canteen.	

Water conservation

1.	Does your office have a water conservation plan in place?	YES	NO
2.	Have you done a water audit to determine where most of your water is used at the office?	YES	NO
3.	Are certain plumbing fixtures motion-sensor operated?	YES	NO
4.	Do you have aerators on the tap fixtures?	YES	NO
5.	Are the following plumbing fixtures water saving, if applicable?		
	• Toilets	YES	NO
	• Urinals	YES	NO
	• Showers	YES	NO
	• Bathroom basins	YES	NO
	• Kitchen sinks	YES	NO
6.	Do you know how your office wastewater is treated or where it goes to (municipal sewer or private septic tank or bio-digester)?	YES	NO
7.	Have all of your building water systems, such as plumbing fixtures and boilers, been inspected and are they efficient?	YES	NO
8.	Is all water-using equipment checked regularly for leaks?	YES	NO
9.	Is there a greywater (water recycling) system in use?	YES	NO
10.	Are utility bills assessed on a quarterly basis and studied for seasonal differences and patterns?	YES	NO
If you have a garden at your office:			
11.	Is rainwater harvesting done and used for irrigation?	YES	NO

12.	Do you know what the irrigation water source is and how it is controlled/measured?	YES	NO
13.	Do you ensure that office gardens are not irrigated between 10:00 and 16:00?	YES	NO
14.	Do you have waterwise or indigenous gardens?	YES	NO
State of water conservation 		Calculate your marks by adding up your YES answers and points out of 14 or 18. Aim for above 75%.	

Biodiversity protection

1.	Does your office have a garden?	YES	NO
2.	Have you done an audit of the landscaping at the offices?	YES	NO
3.	Is at least 75% of your garden indigenous and waterwise?	YES	NO
4.	Do you encourage birds in your garden?	YES	NO
5.	Is there a garden or park within walking distance from your office?	YES	NO
State of biodiversity 		Calculate your marks by adding up your YES answers out of 5. Aim for above 75%.	

Summary

Now, based on the previous questions, determine your total score:

TOTAL SCORE	Your score	Out of total	%
General/Admin (12)			
Energy efficiency (25)			
Waste reduction (18, 20)			
Water (14, 18)			
Biodiversity (5)			
TOTAL			

Now that you have done the scoping audit, why don't you try to do a full audit for your office? See the detailed eco-audit sheets for energy, waste, water and biodiversity.

Based on the above, what do you think is the **most critical area to focus on**?

What can you **do over the next few months** without additional budget?

What would you like to **motivate** so that you can get budget to implement it?

Who do you need to bring on board to assist you to make this happen?
