



Smart Office Checklist

Step-by-step process

Do you have your process for greening in place? Be patient – good things take time.

- **Step 1. Get buy-in:** Explain to the top management team what you would like to do at the office, and why it's important. Focus on benefits to the business and the process that needs to be followed. Ensure that you get support from different role-players.
- **Step 2. Do eco-audit:** By doing an eco-audit of the office you will get a snapshot of the current situation and a better idea of what you need to focus on.
- **Step 3. Develop action plan:** Use the eco-audit to develop an action plan and an environmental policy for your business, focusing on the material aspects.
- **Step 4. Make it happen:** Roll out your action plan – don't try to do it all at once, but have a strategy for different elements over time. Ensure that your implementation plan is clearly communicated to all staff.
- **Step 5. Monitor and review:** Monitor your progress and report on results. It's a good idea to re-do the eco-audit at a later stage, so that you can compare results and review your targets and achievements. Your results need to be shared with management, to close the loop.
- **Go back to Step 1, and repeat the process.**

Implementation

- Have you established a **"green team"** for your office?
- Have you done an **eco-audit** to determine your baseline?
- Have you determined the **high impact areas** to address first?
- Have you compiled an **action plan** of what you want to achieve?
- Have you compiled an **environmental policy** for your office?
- Have you set **targets** that you want to achieve?
- Have you compiled an internal **communication strategy**?
- Have you provided **awareness / training** for your staff?
- Have you communicated your greening aims with your **suppliers and service providers** so that they can also assist you on your journey?
- Have you established a **monitoring system** to measure your progress?
- Have you determined how you will be **reporting** on your progress?

Greening practices

At your desk

- Do you use natural light or ventilation whenever practical?
- Do you dress according to the weather instead of using a heater or relying on air conditioning?
- Do you switch off the lights and equipment not in use when leaving the office?
- Do you have a dedicated container for recycling paper?

In the bathroom

- Do you ensure that taps are closed and report any leaks?
- Do you not run the tap while washing your hands?

In the kitchen

- Do you switch off the hydroboil over weekends / evenings?
- Do you have a twin-bin system for recyclables and waste?
- Do you have a separate container for organic waste / compost?
- Do you only boil the water that is needed?
- Do you not wash individual items under a running tap?

Facility management team

- Have you replaced old, inefficient lights with energy saving lights?
- Do you ensure regular maintenance of all air-conditioning units?
- Have you implemented movement sensors for lights in areas not frequently occupied, such as storerooms or toilets?
- Are outdoor lights fitted with daylight sensors, motion detectors or timers?
- Can you provide task lighting at desks instead of area lighting?
- Is the water temperature for the geyser set at 55°C?
- Do all showers have low-flow showerheads?
- Do you ensure gardens are watered before 09:00 or after 18:00 to reduce evaporation?
- Does your waste storage and collection area allow for waste separation?
- Does your waste company take away the recycling and composting?
- Do you have a strategy for the safe disposal of CFLs and batteries?
- Do you ensure that energy and water consumption is measured?

IT team

- Are the printers set to print double sided by default?
- Are computers set for hibernation mode instead of screensavers?
- Are employees encouraged to switch off appliances not in use?
- Do you have a strategy for the safe disposal of electronic waste?

Procurement team

- Do you give preference to locally produced items?
- Do you give preference to non-toxic chemicals and pesticides? Do you give preference to equipment and appliances that are energy and water efficient?
- Do you give preference to equipment and appliances that are easier to repair and maintained instead of having to be replaced?
- Do you give preference to reusable items instead of disposable items?
- Do you buy paper that is certified as containing pulp from certified sustainably grown and harvested trees, or with recycled content?
- Do you avoid the procurement of single use bottled water?

Commuting

- Do you encourage public transport, cycling or walking to work, or lift clubs?
- If your employer offers a flexible working programme, do you take part if you qualify?
- Do you have a low impact, fuel efficient car?
- Do you practice eco-driving techniques?

Business travel

- Do you cut down on unnecessary business travel through online meetings and document sharing?
- Do you plan your routes to reduce mileage?
- Do you lift share to client meetings or site visits?