

# TOP 50 TIPS FOR GREENING YOUR OFFICE SPACE...



Riadas na hÉireann Government of Ireland  
 eoa Environmental Protection Agency  
 NATIONAL WASTE PREVENTION PROGRAMME

### LOSE THE BIN

If there is a strong recycling system in place you should remove the general waste bin from your desk.

### USE THE RIGHT BIN

Put waste in the right bin. For example, avoid putting food waste in the recycle bin

### AVOID DISPOSABLE

Avoid using disposal plastic cups for water (use refillable drinking bottle or regular glass)

### MAX THE ENVELOPE

Reuse envelopes wherever possible, especially for sending information internally.

### READY, AIM, RECYCLE

Make sure your office has a designated paper recycling bin.

### RECHARGEABLE ROCKS!

Use rechargeable batteries where ever possible, this eliminates the need to buy new ones.

### FOOD WASTE'S SECRET

When you waste food, you also waste the energy, water and resources it took to put it on your plate!

### ELECTRIC & ELECTRONIC

Waste electrical and electronic equipment (WEEE) & batteries should be stored separately and not go into general waste.

### YOUR RULES

If customers and suppliers have access to your waste containers, make sure they are labelled correctly.

### EMAIL V's PAPER

Email or circulate memos rather than copying for everyone.

### USE PAPER WISELY

Write on the reverse side of sheets for scrap paper or general use.

### BUY, USE, DONATE

Donate used/usable computers and other technology for refurbishing and distribution to schools, libraries, and non-profit organisations.

### ASK AND YOU 'II RECEIVE

Ask management to provide reusable mugs, utensils, glasses, plates, and bowls for employees.

### PACK YOUR OWN LUNCH

Buying a lunch every day wastes time, energy, and often food. Pack a lunch and get more time to enjoy your break.

### IT'S THE TRUTH

Ireland generates over 1 million tonnes of food waste every year!

### SAVE THE TREES!

Fill the copier with recycled paper.

### KNOW THE CODE

This waste management hierarchy indicates an order of preference for action to reduce and manage waste.

### GO VEGGIE!

Go vegetarian once a week. Eating less meat eases climate change.

### UNNECESSARY WASTE

To prevent waste, avoid single use portions of sugar, salt, jam, butter etc. in the canteen.

### HEAT THE WORLD?

Try not to heat a room if the windows or doors are open. You are asking your system to heat the entire planet!

### THE BIG AIR 'CON'

Only use air conditioning in offices, meeting rooms and storage areas when people are actually present.

### COSTLY HEAT SOURCE

Avoid using supplementary electric heaters. These are one of the most expensive heat sources to run.

### KEEP HEATERS CLEAR

Your office will heat up more efficiently if heaters and radiators are kept clear by not covering them or placing furniture in front of them.

### REAL AIR VS AIR CON

Before you run your cooling system, consider if your office could be sufficiently cooled by opening doors and windows.

### OVER LIGHTING

Be aware of over-lighting. Too much light can lead to glare, eye strain and headaches... and waste energy

### LIGHT WHAT'S NEEDED

Only switch on the lights that you need rather than the whole floor area.

### SWITCH OFF & SAVE

Switch lights off in unoccupied rooms. It's always cheaper to switch off lights no matter how short the time period.

### ASK FOR CHANGE

Ask management for energy efficient lighting. LED energy-efficient lighting can make immediate savings.

### ASK FOR MORE

Make sure windows and skylights are cleaned often.

### FENG SHUI YOUR SPACE

Lay out your office to make best use of natural light.

### LAST ONE OUT

Ensure cleaning staff turn off the lights and heating when they are finished.

### ENERGY SAVER

Turn off your computer monitor if you are going to be away from your desk for more than an hour.

### TURN IT OFF, OFF!

Turn off PCs, monitors and communal equipment at the end of the day. Not just energy saving mode!

### 2 SIDE GOOD, 1 SIDE BAD

Set up printers to print both sides of the paper (duplex printing), which saves energy by not printing more than necessary.

### RETHINK & SAVE INK

Break the habit of printing everything and re-consider printing that email.

### ONE CUP OR TEN?

Do not over-fill kettles. If you are not going to use all the water, why heat it?

### OLD SCHOOL RULE

Did your mother ever tell you, keep the fridge door closed? Leaving a fridge door open in the canteen wastes energy and costs money.

### BE A HEAT SYSTEM NERD

Find out how the heating system for your office works and make sure you are taking full advantage of built in energy efficiency functions.

### SHOWER DOWN

When you shower, save water and energy by shortening your time by a minute or two.

### LOVE WATER, OR ELSE!

Only 3% of the earth's water is fresh. The rest is salt water. EEK!

### DISHWASHER LAW #673

Run the dishwasher only when it's full. You can save over 3,000 litres of water a month.

### FULLY, FULLY OFF!

Make sure you turn taps fully off after use. A dripping tap can cost up to 23 cent a day if left unchecked.

### INFORM ON THE LEAK

Inform management if you spot a leak. Then ask for a reward!

### AVOID FINGER WRINKLE

When washing your hands, turn the water off while you lather.

### HARVEST RAINWATER

Water office and building plants with collected rainwater.

### GET YOUR DRINK ON

Designate one glass for your drinking water each day, or refill a water bottle. This will cut down on the number of glasses to wash.

### HOLY H<sub>2</sub>O BATMAN!

Tap water is 1,000 times cheaper than bottled water!

### AVERAGE CONSUMPTION

Each person uses on average 50 litres of water a day.

### TAKE IT ALL HOME

Most tips on this poster can be used at home. It's the small changes that can make the big difference. It all starts with you!

### WHAT DO YOU THINK?

Brainstorm sessions and come up with your own innovative ideas to cut down energy costs, save water and reduce waste.