



OFFICE CHECKLIST

Businesses in Newfoundland and Labrador have the opportunity to play a major role in creating a greener future for our environment. 60 percent of the province's waste comes from the workplace, with a substantial portion coming from administrative offices. By creating a more sustainable office you can help achieve the province's goal of reducing our waste by half. Use this checklist to see how well your business is reducing waste, conserving energy and water, and helping to protect the environment.



AROUND THE OFFICE

AT OUR WORKPLACE, WE...

- Email pay stubs and other internal documents.
- Email staff memos or post them in a central location.
- Avoid envelopes for internal mail.
- Reuse packing supplies like envelopes, boxes, paper, and plastic wrap for shipping.
- Maintain central files instead of individual files.
- Turn off lights, computers, and non-essential equipment at the end of the day.
- Purchase energy efficient office equipment.
- Invest in rechargeable batteries and battery chargers for digital cameras, flashlights, and other small electronic devices.
- Donate or recycle any old office equipment and supplies.
- Try to repair items before discarding them as garbage.
- Use an office network (*shared drive*) to share internal documents.

- Have an environmental policy (*see Environmental Policy*).
- Have an office green procurement policy (*see Green Procurement Policy*).
- Conduct periodic waste audits (*see Waste Audit*).
- Have an office recycling program for used beverage containers and other items that are recyclable in our region (*see Office Recycling Programs*).
- Have an office Green Team (*see Greener Future Team*).
- Host green meetings (*see Green Meetings*).

COPY AND SUPPLY ROOM

AT OUR WORKPLACE, WE...

- Have an office supply reuse area where staff can look for supplies before seeking brand new items.
- Save old file folders and binders that can be relabelled and reused.



- Set printer defaults to print double-sided.
- Collect one-side-still-blank paper to make notepads and notebooks.
- Recycle paper.
- Purchase reusable supplies (e.g. reusable toner cartridges, rechargeable batteries, refillable pens).
- Purchase items that contain recycled and/or recyclable content.
- Have a collection bin for used ink cartridges.
- Dispose of electronic waste (e-waste) properly.
- Dispose of hazardous waste properly.



MEETING ROOM

AT OUR WORKPLACE, WE...

- Use presentation software.
- Use a dry-erase board instead of using paper flip charts.
- Email copies of presentations and meeting agendas to attendees before meetings instead of providing handouts.
- Use ceramic coffee mugs, reusable cutlery, and dishes, instead of disposable items.
- Supply a jug of tap water and reusable glasses instead of bottled water.
- Choose caterers that provide reusable trays and containers.

LUNCH ROOM

AT OUR WORKPLACE, WE...

- Use reusable coffee mugs, glasses, dishes, and cutlery, to avoid disposables.
- Purchase fair-trade, organic coffee and tea.
- Use reusable filters in coffee machines or compost paper filters.
- Buy coffee cream, coffee, and sugar in bulk and avoid individually packaged items.
- Keep a water jug in the fridge to avoid running the tap and the use of bottled water.
- Purchase recycled and unbleached paper towels and napkins.
- Compost organic waste (including paper towels, tea bags, coffee grounds, and filters).
- Recycle beverage containers and other lunch containers that are accepted by your office recycling program.
- Turn off taps tightly and report drips and leaks to property management.
- Have a dishwashing area to encourage staff to use reusable containers.
- Use dish towels instead of paper towels for drying dishes.
- Run the dishwasher only when full.
- Use biodegradable, non-toxic cleaning supplies.
- Keep spare travel mugs and reusable bags in the lunchroom for anyone buying lunch outside of the office.
- Encourage staff to bring waste-free lunches. (see *Waste-Free Lunch*).
- Turn off lights and unplug appliances when not in use.



“It’s wonderful to work for a socially conscious business that continues to educate and push its employees to grow.”

Just Us! Coffee Roasters Co-op employee



There are also many simple things that individuals can do to protect the environment while at work. Use this personal checklist to see how you are doing.

MY DESK

AT MY DESK, I...

- Use a central office garbage bin instead of having one at my desk.
- Have a small paper recycling bin under my desk or use a central paper recycling bin.
- Circulate office memos by email rather than using paper copies.
- Send and receive faxes electronically.
- Use a communal copy of the phone book or look up phone numbers online.
- Print and copy only what I need.
- Bookmark important websites and keep electronic files instead of printing.
- Set my printer default to print double-sided.
- Use email or voice mail instead of faxing.
- Edit on-screen and use joint-editing features for shared documents.
- Replace fax cover sheets with fax-it notes.
- Reuse file folders.
- Reuse envelopes, boxes, and packaging materials.
- Share newspapers with others in the office or read online.
- Print addresses directly on envelopes instead of using labels.
- Remove my name from unwanted mailing lists.
- Reuse paper clips, rubber bands, and clamps.
- Use mechanical pencils, refillable pens, and tape dispensers.
- Return unused supplies to the supply room.
- Use an undated, erasable calendar.
- Turn off the computer, monitor, and office lights when leaving my office.

- Dress appropriately for the weather and keep a sweater in my office.
- Turn off air conditioning and open the windows on warm days.
- Use plants as natural air filters.
- Bring my morning coffee in a reusable coffee mug.

LUNCH ROOM

IN THE LUNCH ROOM, I...

- Bring a waste-free lunch – using reusable containers, cutlery, lunch bags, and cloth napkins.
- Avoid single-use convenience packages.
- Bring my morning coffee or tea in a reusable mug.
- Put my organic waste in the office composting bin or bring home to my backyard compost bin.
- Recycle the containers that are accepted by the office recycling program; take home additional items that can be recycled at home.

