

In the office

What you can do today

Make one change or buy one less item today! Refill your empty water bottle with tap water and put that in your bag along with a carrier bag - that's two items on the list ticked off already.

Some things you can do right now!

Send emails to employees reminding them to:

- Turn off their computers at the end of the day
- Unplug mobile phone chargers
- Switch off lights in rooms that aren't being used
- Have the last person to leave each day check that all lights are switched off

Check to ensure any power-saving modes on equipment are switched on.

Configure computer settings to maximise energy savings.

www.eu-energystar.org/en/en_024b.shtml

Turn off computers overnight and at weekends. To make sure this happens, install **Nightwatchman** software that shuts down PCs and restarts them at a specified time.

Encourage staff to travel to and from work by public transport. Offer loans and/or subsidies for tickets and bicycles. If staff have to drive to work, nominate somebody to set up a car-sharing scheme.

Office supplies

- Make it a policy that all paper is printed on both sides, in black and white and in draft mode whenever possible.
- Buy chlorine-free paper with a higher percentage of post-consumer recycled content.
- Consider switching to lighter stock or alternatives such as bamboo, hemp, organic cotton or kenaf.
- Recycle toner and ink cartridges.
- Buy 'green' office supplies.

Green Stationery

www.evolve-papers.com

If you own a laptop, let it charge fully and then run down completely to get the longest possible life out of the batteries each time.

Within the year...

A lot of paper is used for handouts and presentations. Consider making presentations available on the web or a memory stick, giving individuals the option to print out themselves.

Replace incandescent light bulbs with compact fluorescent bulbs or LED lights. Replacing just half can reduce your lighting energy use by up to 38%. They cost more initially, but last 10 times longer.

www.lumarlite.co.uk

www.ledEcolights.com

Install timers or motion sensors that automatically turn off lights that aren't needed

Reduce waste – old equipment, PCs, mobile phones, furniture and paper.

www.recyclenow.com

www.recommit.co.uk

www.mobilereuse.co.uk

Think about:

Working from home sometimes – you and/or your staff. One of the biggest carbon emitters in the UK is transport and everyone's commuting miles would be cut by 5% per annum if they worked from home one day a month. Speedier home internet connections, video conferencing and mobile phones have opened up all sorts of new working possibilities.

Think about:

How you travel. Trains are better than planes. If you do fly, then invest your footprint at Planet Positive and try to use carriers and suppliers that have a Corporate Social responsibility (CSR) charter. A car supplier with a CSR charter is more likely to use hybrid cars

[Hybrid Rental](#)

Within the next five years...

Buy vehicles that can run on electricity, liquefied petroleum gas, bio-fuels or are a hybrid, to reduce emissions and benefit from lower fuel costs.

Buy energy-saving computers, monitors and printers.

www.eu-energystar.org/en/en_026b.shtml

Track changes. It is important that you and your staff can evaluate the changes you have implemented. From comparing electricity bills year on year to carrying out a full carbon audit, there are many ways to see how you're doing. The important part is to communicate your achievements... and keep cutting carbon.