



Green Office Week® 2013

Lead the Team. Keep it Green

2013 Toolkit



www.greenofficeweek.co.za

Lead the change

It is important to focus on what we CAN do for our planet, because if many of us do our BIT, the bit becomes BIG, and before we know it, what we thought was overwhelming becomes manageable; we witness the difference and we feel significant.

It takes one small and significant step:
The decision to care!

This in turn, can result in another small and significant step:
The decision to get others around us to care too!

Green Office Week® gives us an opportunity to make our workplaces better places of work by making them eco-friendlier and healthier.

THE TOOLKIT FOCUS AREAS FOR 2013

100 Green acts for the office

A national campaign in April annually motivating and inspiring you, and your colleagues, at work to adopt behaviours which RESPECT the environment by living the values of RECYCLING, REDUCING and RE-USING as much as possible.

Green Office Week® 2013

Lead the Team. Keep it Green

Green Office Week® is both a campaign and a cause. As a campaign it aims to sensitise as many people as possible about the need to become more eco-friendly and sustain the changed behaviours; as a cause it plays a national role in alerting all people at work to the need of showing more respect to our planet's survival.

The 2013 theme

Lead the Team. Keep it Green

has been created with you in mind!

It invites you to take on the challenge of leading yourself and those around you to make a difference at your workplace!

Green Office Week® recognizes the fact that it is easier to achieve people's participation and buy-in if its call to action provides the necessary guidelines - hence a Toolkit is made available every year.



How to KICKOFF

Step one

CREATE a GOW Green Behaviours campaign for your office/s

Ideas:

- Ask your colleagues to do it with you
- Talk to your boss about it at the next staff meeting
- Consider getting your HR and training department heads to be part of it.

Step two

IMPLEMENT the GOW Campaign

Ideas:

- Decide how it should be approached on a daily basis
- Are there going to be specified drivers beside yourself?
- Does your boss want to be the team leader?
- Are there going to be daily emails reminding everyone of the day's call to action?

Step three

MEASURE Campaign implementation

Ideas:

- Review progress as you go along
- Assess strengths and weaknesses at the end
- Where can you all improve in terms of group and individual behaviours?
- Can you now set achievable savings target for those behaviours?

THE 2013 TOOLKIT

100 Green Acts for the Office

How to get buy-in easier and faster

Needless to say, your challenge is to have your colleagues join you and make the GOW campaign a success!

Ideas:

- It may be wise to hold a meeting and show the importance of green behaviours and having new values in life.
- Show a video if possible or invite a speaker if budget available, so that people can get a better handle on what eco-friendly behaviours mean in terms of saving for the organisation's benefit and for the planet's benefit.
- Visual tools like charts and graphs highlighting importance of saving, recycling and avoiding waste really help in driving the message home.
- Use communication tools like emails, newsletters and to send staff reminders and encouraging words.
- Keep informing of ideas submitted, and of special achievements. Give recognition to those who have really made a difference to the way things are done!
- Have hotline numbers of maintenance personnel or suppliers in public areas e.g.: bathrooms, kitchens, cafeterias, noticeboards, intranet, Forums, so that people can easily report faults, leaks and hazards.
- If you are the boss, how about making green behaviours part of performance reviews!

What are GOW's benefits?

- Reduced operating costs. Your business can make savings through reductions in water consumption and energy consumption as well as costs associated with wastewater disposal.
- Conserving water resources. Businesses that reduce their water consumption, ensure that they conserve water resources so you know you are doing your bit for reducing carbon dioxide emissions.
- Establish 'green' credentials. By acting in an environmentally responsible manner and reducing the consumption of water, your business will be able to promote itself as an environmentally aware good corporate citizen.

Become a living green hero/heroine!

Accept the challenge to REDUCE, REUSE and RECYCLE Start today and be an inspiration!

Your 100 Green Acts toolkit

From Monday 22 to Friday 26 April

We start the week with a focus on water because the UN's sustainability theme for 2013 is water conservation. Water is our most precious asset and so many of us take it for granted that it will always be there!

The reality is that we can no longer take this life-sustaining resource for granted.



Monday 22 April Lead the team in saving WATER

1. Determine **water requirements** for your floor, department, building or unit of production
2. Someone should be appointed to track **water usage** and identify strengths and weaknesses
3. Know where your **wasted water** is going and try to get it recycled for other areas of your business
4. Consider implementing rainwater harvesting in tanks and grey water usage (i.e. Reuse rain and storm water)
5. Speak to maintenance people about installing water efficient taps or fixtures
6. Introduce the idea of **water efficient appliances** in canteens or office kitchens. Fill kettles only with as much water as you need
7. If your offices have indoor plants and outdoor gardens check that there are **water efficient systems** - irrigation systems use less water than sprinklers. Replace leaking hose nozzles
8. Avoid having ornamental water features and fountains that lose water to evaporation
9. See that people know where and how to report significant **water losses** from broken pipes and hoses
10. Communicate with the garden service to choose **drought-tolerant**/indigenous plants and grass
11. Keep paths to the building clean. Do not allow a hose to be used as a sweeper to remove leaves etc. from them
12. Encourage people to wash company vehicles at commercial car washers that **recycle water**
13. Where relevant **reduce the amount of water used** in space cooling equipment to the minimum recommended amount
14. Encourage people to be alert to leaking taps - one leaking tap can waste more than 2,000 litres a month
15. Suggestions: **Reduce leaks** by turning taps off lightly and getting washers replaced as soon as they begin to leak
16. Maintenance must ensure that plugs are available in all wash-hand basins and sinks
17. Encourage upgrading of older toilets/urinals with water efficient ones
18. Introduce hiring of a **'green' plumber** who will be updated on practices that use less energy and water
19. Where possible get management to upgrade production equipment to use recycled water or less water
20. Know where your master **water shut-off valve** is located.

Toolkit for Tuesday 23 April Lead the team in reducing CARBON emissions



1. How does your workplace view **carbon emissions** and carbon footprint? Try to get some info on this if possible and available
2. It's a good suggestion to make people aware of how much they contribute to the carbon footprint through their own **travel to-and-from work**
3. Awareness leads to action: Get everyone involved in reducing their own and the company's carbon footprint
4. Encourage **car sharing schemes**. Individuals who live close to one another can start traveling together in the same car whenever possible
5. Encourage use of **public transport**, park and ride and cycling to work if your workplace is in a region where such is safe and applicable
6. Allocate the best parking places to owners of **hybrid vehicles**
7. Get fleet managers to progressively replace fleet cars with hybrid cars or cars with low CO2 emissions
8. The person in charge of drivers (deliveries and collections) should introduce weekly schedules where such are bundled to **avoid driving duplication** to the same area. Use routing software
9. Ditto for sales people and people who attend a lot of meetings
10. Stagger working hours so that not everyone travels at peak-hour in heavy and slow traffic
11. Look at the possibility of some staff **telecommuting** and working mostly from home



12. Get procurement to **buy local, seasonal** and **buy bulk**
13. Give preference to **'green' freight** carriers
14. Give preference to **'green' suppliers** - i.e. Vendors who buy local, respect recycling etc. and understand a product's lifecycle. Green suppliers care about reducing carbon emissions and extending a product's life
15. Look at the **packaging** your office uses - is it recycled? Reusable? Recyclable?
16. Have policies about stopping motors and equipment being left running when not being used
17. Inform people to **rethink their search engine usage**; every time one runs a search, it increases your carbon footprint. Bookmark often needed pages
18. Ditto for email. Receiving unnecessary email, time spent sorting it etc.
19. Avoid connecting flights by taking **direct flights** wherever possible. Encourage low emissions alternatives when airline travel is required
20. And to **offset your carbon** when you can't avoid adding to CO2 emissions do plant trees around your office premises to absorb carbon dioxide and give off oxygen.





Toolkit for Wednesday 24 April

Lead the team in saving ELECTRICITY

1. Learn the difference between **energy conservation** and **energy efficiency**. The former is about reducing energy usage; the latter is about using it wisely
2. The most important thing today, is to have offices in buildings offering **natural light** or at least with natural light available for a number of workstations
3. Task light or **desktop light** is an option for workstations without good natural light
4. The next best thing is to have **sensor-activated lights** throughout your office so lights will only turn on when certain rooms or areas are occupied
5. Persuade the person responsible for buying computers to look at the most **energy-efficient** ones, and the same goes for all other electronic equipment
6. Ensure it becomes standard practice for everyone to turn off electronics at the end of each workday
7. Inform people that during the working day, **screen savers** on computers and idle modes on equipment will still consume energy when not in use
8. Reduce **heating & cooling** in areas that are not often used.
9. Ditto for after office hours and during weekends – energy can be saved this way
10. Check that vents are routinely cleaned and repaired
11. Convince maintenance to insulate ceilings, walls and when next refurbishing your offices, consider installing **skylights**; glazing on windows or reflective glass to reduce glare and heat
12. When next refurbishing your offices, consider installing skylights; glazing on windows or reflective glass to reduce glare and heat
13. Consider solar power for outdoor fixtures or install photo sensors
14. Start replacing bright bulbs with **lower power ones** in over lit areas. Opt for energy-efficient lighting only.
15. Get co-operation from people to **unplug equipment** that drains energy when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.). Place “switch-off when not in use” stickers.
16. Try to get the executive suite to relook at your **production processes** and try to reduce the amount of energy required to provide products and services
17. If you have refrigeration equipment, please ensure that it is a high efficiency one - such as zero energy doors and anti-sweat heater controls
18. **Have a power outage plan** in place for everyone
19. Before you consider taking on a project, check if it's going to be an energy guzzler!
20. There is no silver bullet for ensuring a more energy efficient future for your organization, so get your executives to plan now for a **mix of approaches**.



Toolkit for Thursday 25 April

Lead the team in reducing WASTE



1. Agree, as a starting point, that creating waste is not just a behavioural problem but an attitude one
2. Get to understand difference between **waste reduction** and **waste elimination**
3. Then get people to develop a re-use and/or recycle mentality to avoid just throwing things away
4. Have more **recycle bins** than litter bins
5. A key development is to get people to calculate needs correctly (avoid guesstimates) and buy what will be used. **No excess, no waste**
6. Where possible, buy refills and concentrates - these usually involve less packaging
7. Refill laser and ink cartridges
8. Buy mechanical pencils and refillable pens
9. Buy **reusable** filters for coffee machines
10. Buy **refillable** tape dispensers
11. Avoid buying disposable items such as paper plates and foam cups
12. Ask if it's possible to install a water cooler to replace individual bottled water
13. Choose **sturdy** desk supplies, such as bookends, file holders, and staplers
14. Don't waste paper - Reuse it, recycle it! Use all on two sides, whether writing, printing or photocopying
15. Use **durable** boxes for shipping between your company's various branches, warehouses, or stores; reuse and or recycle cardboard boxes and packaging
16. Use centralized files for hard copies
17. Buy or lease durable and repairable equipment, such as photocopiers, fax machines, computers, typewriters, and coffeemakers
18. **Upgrade** electronic equipment rather than replacing it
19. Electronic waste (**e-waste**) such as computers, printers and cell phones can also be recycled. Visit the Electronic e-Waste Association of SA (eWASA) for more information
20. Set up a **give-and-take area** and swap-board in your office for employees to use; share magazines, newspapers and books.





Toolkit for Friday 26 April

Lead the team in greening your EVENTS

Many of the green actions you have come across in the previous focus area of this week apply here too.

1. **Conserve** energy by looking for an event venue which has natural light; weather permitting, you can even host an event outside
2. Create a **ride-and-share page** to encourage attendees to carpool. Organise for a coach to transport all if applicable
3. Choose a venue and hotel close to the airport, so that attendees and speakers do not have to travel far to reach their destination in the case where they have had to fly in
4. Try to book as many out-of-towners on same flights or arriving close to one another so that a **shuttle service** can be used instead of taxis or multiple pick-ups
5. Avoid paper wastage by having most of your event documents available electronically, including **booking forms online**
6. Encourage presenters to send information so that can be put on the flash drive or to have a one-page handout with phone numbers and /or web addresses of materials
7. Have **event programme up on the screen** before and after each presentation (instead of paper)
8. **Choose eco-banners**, gift bags, promotional materials
9. Choose items that can also be used more than once: name tags, signs with non-event-specific wording; carry bags; boxes; décor items etc
10. Give **green gifts**
11. Rent and borrow items that you use infrequently
12. Go **local and seasonal** with table centrepieces and use them as giveaways/prizedraws at the end(no waste)
13. Where possible use local speakers and entertainers
14. Ask venue manager for **pitchers with iced tap water** (flavoured with lemons, limes, or other in-season fruits, or fresh herbs) instead of bottled water
15. Before your event check that there is a recycling bin paired with every litter bin, and that the recycling bin is clearly labeled
16. Instead of flip charts choose to use **dry-erase boards** or other reusable visual aids
17. Opt for **digital photography**
18. Use CDs for proceedings or **flash drives** to store event proceedings and distribute them to attendees or delegates
19. Ask that leftover foods be **donated** to a local charity, or soup kitchen, or to be composted
20. When suitable consider **video and teleconferencing**



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