

Green Office Week



Each day of the week has a special focus.

PARTICIPATE IN GREEN OFFICE WEEK 16 TO 20 APRIL 2012

Why is there GOW in South Africa?

Because we spend most of our life at work, and we can make that significant amount of our lifetime healthier and better.

Because everyone can make a difference to the predicament we find ourselves in

regarding climate change.

Because our kids don't deserve to inherit our carelessness and indifference - and if we get into a green mindset at the office it's highly likely that mindset will travel home.

Officeworkers
everywhere
now have the
opportunity
to add their
contribution
to eco-friendly
workplaces



The Theme for 2012 is: YOU MAKE A DIFFERENCE

Europcar



Monday's Tip Sheet

The point is to get you and your office to save on print volume. Why? Because you save paper and money!

TIP 1: Practice printing abstinence! Just don't print!

TIP 2: Email your documents; Send electronic invoices to clients.

TIP 3: Transfer articles to your smartphone or Kindle/iPad.

BUT IF you have to print:

TIP 4: Print on both sides of the paper.

TIP 5: Avoid print errors by previewing your printout and editing.

TIP 6: By previewing you can also resize your document and shrink it to fewer pages. (Adjust your margins: Use wider margins, smaller font and closer line spacing to get more to a page).

TIP 7: Use the Selection option in the Print Dialog to print only the parts of a document that you need.

TIP 8: Save on ink: when relevant print in grayscale by default (default setting is called draft mode, tone saver, print saver or economy).

TIP 9: Opt for PDF instead of paper. Friendly PDF files can easily be emailed.

TIP 10: Track personal footprints; How about a system that allows staff to track how many print copies they are responsible for each month?

TIP 11: Check/Update your document distribution lists.

TIP 12: Where possible, hold paperless meetings.

TIP 13: Think about getting software that manages and reduces print.

TIP 14: Next time you get printers for the office, ensure they are "green".

Tuesday's Tip Sheet

The point is to get you and your office relooking at all your lighting! Why? Because you save on energy and you save money on a lower electricity bill.

TIP 1: Switch lights off! Offices, and meeting rooms, lecture rooms, not being used do not need lights on.

TIP 2: Ditto for restrooms, storerooms, and leisure areas.

TIP 3: Consider installing occupancy sensors for the above.

TIP 4: Consider installing timers to have interior and exterior lights turn off at the appropriate time.

TIP 5: Consider solar power for outdoor fixtures or install photosensors.

TIP 6: For offices being refurbished consider installing skylights; glazing on windows or reflective glass to reduce glare and heat.

TIP 7: Can some offices have their desks moved around to maximise on day light?

WHERE YOU do need lights on:

TIP 8: Light bulbs should be energy-efficient – these use less watts.

TIP 9: Switch lights off when you leave your office to go to meetings or to lunch.

TIP 10: For open-plan offices consider a lighting control system equipped with occupancy sensors, daylight-linked dimming, and individual dimming control.

TIP 11: Look into task-lighting possibilities instead of ambient lighting.

TIP 12: Saving on lighting should be part of an Energy Management Strategy.

Green Office Week



Make a difference on
WEDNESDAY
ON 18 APRIL
by sharing tips on driving green

The banner features a green and white color scheme with a stylized leaf graphic on the left containing the text 'Green Office Week'. A small icon of a location pin with a leaf inside is in the top left corner.



Make a difference on
THURSDAY
ON 19 APRIL
by looking for ways to recycle more

The banner features a green and white color scheme with a stylized leaf graphic on the left containing the text 'Green Office Week'. A small icon of a recycling symbol is in the top left corner.

Wednesday's Tip Sheet

The point is that, for many of us, cars are an essential part of everyday life, but their carbon footprint is a threat to the planet.

TIP 1: Keep your speed down as driving at 80-90 kph means your emissions will be lowest. Driving over 100 kph will rapidly increase your emissions and so will at less than 25kph!

TIP 2: Avoid sudden starts and stops and go the speed limit. Not only does speeding and jerky driving kill your KPL (kilometres per litre), it's dangerous.

TIP 3: Avoid unnecessary revving or idling of the engine as this uses more fuel.

TIP 4: Go easy on the breaks; harsh acceleration and braking can use up to 30% more fuel and can cause increased wear and tear on the vehicle.

TIP 5: Get the car serviced regularly (according to the manufacturer's schedule) to maintain engine efficiency.

TIP 6: Where possible drive with the windows up to reduce drag and make your fuel consumption more efficient.

TIP 7: Check tyre pressures regularly and before long journeys. Under-inflated tyres create more rolling resistance and use more fuel.

TIP 8: Remove weighty stuff from the boot that you don't need to drive around with.

TIP 9: Avoid the 'Rush' mindset; stressed driving can be erratic and is uneconomical. Also remember that an orange light means STOP. Try not to beat the lights.

TIP 10: Go easy on the aircon as it uses more fuel.

TIP 11: Switch off the engine if you think you will be stationary for more than two/three minutes.

TIP 12: Drive wise and minimize unnecessary kilometres by doing errands in one trip, getting good directions, and calling ahead.

These tips are courtesy of Europcar South Africa

Thursday's Tip Sheet

The point is to get you and your office to reuse and or recycle where possible. Why? Because all offices need to save on waste!

TIP 1: Provide trays to collect and reuse print and copy error sheets.

TIP 2: Cut scrap paper and bull-clip it to use as a notepad; or cut in quarters and use as post-it like notes.

TIP 3: Use the back of printed A3 sheets as flipchart paper at office meetings.

TIP 4: Reuse envelopes for inter-office correspondence.

TIP 5: Reuse shipment boxes.

TIP 6: Reuse files.

TIP 7: Use reusable or recyclable containers for shipping your products and reuse newspaper, shredded paper, bubble wrap, packing peanuts, and cardboard boxes for packaging.

TIP 8: Donate out-of-date stationery to local charitable or environmental groups.

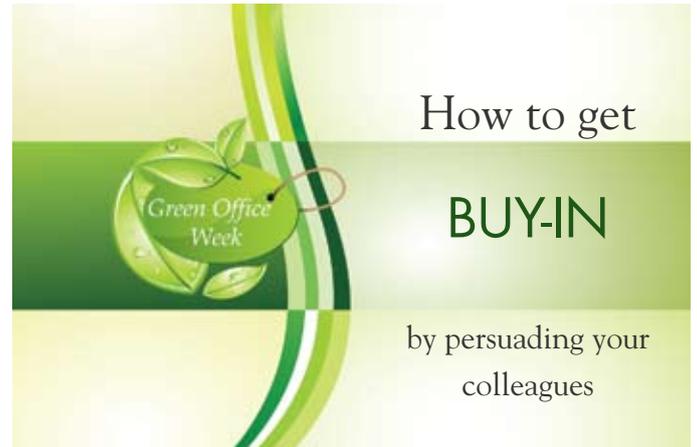
TIP 9: Donate items no longer useful to your company eg: furniture.

TIP 10: Provide bins/recycling containers, and zone them appropriately, for collection of old technology (e-waste), newspapers, magazines, plastic bottles

TIP 11: Buy recycled paper whenever possible.

TIP 12: Look for the recycled option in all the products you buy.

TIP 13: When planning events think of items that you can reuse or recycle at other events.



Friday's Tip Sheet

The point is that suppliers and clients should know that your organisation cares!

TIP 1: Use your electronic documents to carry messages. Eg:

- At the bottom of your emails a green message such as: Think twice before you print this email.
- On your electronic invoices and statements have a pre-printed green message such as: We believe in saving trees!
- On your Agendas and Minutes and board packs say: We favour green meetings.

TIP 2: Inform shipping suppliers of your green packaging preferences.

TIP 3: Inform all your suppliers and contractors of your preference for eco-efficient products and explain why, Eg: products that have minimal adverse environment impacts, meaning that they are environmentally responsible products and services at competitive prices.

TIP 4: Inform your clients/suppliers of shorter routes to your premises to reduce carbon footprint.

TIP 5: Inform regular suppliers of goods that where possible and affordable you will order bulk to reduce their carbon footprint i.e encourage providers of services to consider the environmental impacts of service/product delivery.

TIP 6: Encourage suppliers and contractors to provide collection or recycling of used products where possible.

Tip Sheet on Persuading co-workers

Your co-workers need to understand why the annual Green Office Week (GOW) is important and how everybody benefits.

TIP 1: Communicate with them; make them feel involved and important.

TIP 2: Inform the whole idea behind GOW is about empowering officeworkers to take action themselves.

TIP 3: Tell them about the Green Office Week website and ask them for their own ideas about how to make the office eco-friendly.

TIP 4: Prevent resistance by making it meaningful and encouraging feedback.

TIP 5: To make behaviours sustainable think about rewards!

TIP 6: And last but not least - keep going to www.greenofficeweek.co.za for resources!

