

The week of
19 to 23 April
2010 is Green
Office Week in
South Africa,
and intends
to encourage
employers and
employees in
big and small
organisations,
in the public or
private sectors,
to re-look at
their daily
routines and
consider greener
behaviours.



A green office is everyone's business.

www.greenofficeweek.co.za



Green Office Week Toolkit

Tips of the day	
Monday 19 April MAKE-IT-HAPPEN MONDAY	Start by saving paper! Make notepads from scrap photocopying and printing paper
Tuesday 20 April CHOOSY TUESDAY	Choose eco-friendly suppliers Buy office products that are Reusable, (e.g packaging) Refillable, (e.g pens and pencils) and non-toxic (e.g cleaning products)
Wednesday 21 April WATTAGE WEDNESDAY	Be energy conscious! Invest in an energy-saving computer, monitor and printer Switch to energy-saving settings Power-off your computer whenever you're not using it Set it to sleep mode when you are away for short periods of time
Thursday 22 April THOUGHTFUL THURSDAY	Thoughtful meetings Circulate Agendas and Minutes by email Instead of A3 flipcharts, use whiteboards or computer-derived presentations
And remember... 22 April, EVER YEAR is Earth Day, celebrated worldwide In 2010 it's Earth Day's 40th anniversary Happy 40th Earth Day!	
Friday 23 April BE A WASTE-BUSTER!	Donate unwanted or reusable supplies to schools or charitable organisations

Reduce. Reuse. Recycle.