

The Green Checklist_



Do offices really have an impact on the environment?

KEY STATS_

- **40%** of the UK's total carbon footprint is a result of the built environment (which includes office buildings and commercial premises);
- **85%** of commercial buildings in the UK are below an EPC B rating which means they are energy inefficient;
- **69%** of emissions from the built environment are a direct result of heating buildings;
- **67%** of the UK's total electricity supply is consumed in buildings.

Shocking, right?

These numbers aren't a joke. Our carbon footprint is off the charts, and unfortunately, office buildings have a role to play.

While you might be a recycling guru at home, how about in the office? We've created a [Green Checklist](#), so when you return to work, you can put changes in place to make your office as environmentally friendly as possible.

REDUCE_ REUSE_ RECYCLE_

You've heard of the 3 R's, but are you really implementing the necessary changes? Here are some ideas to reduce your office waste.

- **Go paperless:** You don't have to go from 0 to 100 in a day. It's a pretty simple first step. If you can't kick the habit, make sure you are printing double-sided and recycling any waste paper.
- **Reusable cups:** Do you have an office café? Start incentivising the use of reusable cups by deducting 10p, 30p, or even 50p from the price of a coffee. This idea will make you super popular and your team will be wide-awake.
- **Recycling bins:** Make sure your building has at least one paper recycling bin per individual office, or one per desk in open-plan offices.
- **Waste collection:** When there is something you can't reuse, like ink cartridges, computers or old printers, look for the local companies that can collect the waste and dispose of it appropriately.





HOW LOW CAN YOU GO?

We are talking about your energy bills, of course. Creating a sustainable office means becoming energy-efficient. Not only are you saving the world but also saving money on your energy bills. Ker-ching!

- **Sign posts:** Build awareness in your office by putting up energy-awareness signage and labelling the light switches. When it's right in front of your face, there really are no excuses!
- **Say goodbye to screensavers:** They might look pretty, but they use a tonne of energy. Set the monitor to dim or power off before you leave.
- **Close applications you're not using:** The more tabs and apps you have open the slower your computer becomes. Did you know they also use more energy? Speed things up by shutting things down.
- **Energy-efficient light bulbs:** Initially more expensive but they will significantly reduce your energy bills.
- **Smart meters:** Not a quick fix but something to consider for the medium-term so you can really see how much energy your office is using.

TRAVEL TO THE OFFICE_

Does your office have a cycle-to-work scheme or season ticket loans? Do employees have anywhere to store bikes? Key questions to ask when reducing carbon footprints.

ADD PLANTS_

Enhance wellbeing and productivity with biophilia: Plants not only encourage sustainability and improve air quality, but studies show that having plants in the office can enhance productivity and support good mental health.

SUSTAINABLE SUPPLIERS_

Where do you source your office supplies or even the cafés food and drink? Does your supplier have a sustainability policy? Is there a greener product option available, or a local supplier? Review the companies you are using and decide if there is a more sustainable option available.

GREEN-TEAM_

Like the A-Team, but better. Allow your passionate colleagues to become part of a green-team where they can create solutions and be advocates for sustainability in your office.

OFFSETTING_

Done all the basics but want to go further? Have you considered carbon offsetting for your office and your employees? Read our [blog](#) for information on how TSP become carbon neutral in 2020.



Ready to go green?

As you can see, there are multiple ways for your office to become more environmentally friendly. The solutions don't have to cost the earth, but they do need to happen now.

Have questions about sustainability and the role your office can play? Are you interested in carbon offsetting but finding the information a bit off-putting? We don't blame you, and that's why we are here to help.

[Get in touch](#) and find out how the team at TSP can support you in becoming green.