



Waste, Energy and Water Checklist

Waste

Office based Initiative	We do not do this at all	We have started doing this, but it is incomplete/hasn't been sustained	We have done this and there is a strategy to keep this going	Goal/Aim	Comments & Actions
Removed under desk bins					
All staff have easy access to recycling bins					
All bins have clear signage about what can go in them					
Glasses, ceramic mugs, ceramic plates and metal cutlery instead of single-use disposables					
Removed all disposables within tea point e.g. plastic stirrers					
Double sided printing by default					
Access to tablets/laptops for paperless meetings					
Internal forms are digitised (reduce need to print)					
Tea, coffee and hot chocolate in communal jars rather than individual sachets/envelopes					
Office stationary is re-used where possible e.g. folders					

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Reduce packaging amounts to/from the office where possible					
Reduce circulars, junk mail, unwanted subscriptions to the office					
Reduced hand towels in tea points/bathrooms					
Bottle own water into jugs/Investec bottles					
Waste audits conducted once a month (check recycling rate & contamination)					
Waste suggestions and thoughts? <i>Add in any ideas and/or targets you would like your office to achieve.</i>					

Energy

Office based Initiative	Yes	No	Comments & Actions
Temperature of office floor is controlled centrally			
Automatic lights/sensor systems set to short (e.g. 10 minute) timers			
Fridge temperature set to 4 degrees			
Energy saving light bulbs or LED's			
Energy efficient hand driers			

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Electronical equipment (computers, screens, printers etc.) have energy efficient/sleep mode enabled					
Last person leaving the office switches everything off					
Signage in meeting rooms to remind occupants to turn down/off A/C when not in use					
Meeting room lights are turned off when not in use					
Staff are encouraged to unplug electronical items when not in use e.g. phone chargers					
Clear energy saving signage in areas where there are light switches/the temperature can be controlled					
Staff are able to move desks if they are too hot/cold (instead of bringing in fans/heaters)					
Energy audits conducted once a month (to see what's being left on/check timers are working)					

Energy suggestions and thoughts? *Add in any ideas and/or targets you would like your office to achieve.*

Water

Office based Initiative	Yes	No	Comments & Actions
Filtered water is available to staff and clients			
Showers are tweaked to 'low flow'			
Shower timers in showers			
Taps fitted with water saving device e.g. aerator			
Plugs available for sinks in the tea points			
'Low flow' flush in toilets or water hippos in the cisterns			

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Clear signage encouraging staff not to waste water in the tea points and bathrooms					
Dish washers only run when full					
Dish washers set to eco-friendly wash cycle					
Cleaners encouraged to save water where possible					
Water audits are conducted once a month (check for leaks, and that water saving actions are followed)					
<p>Water suggestions and thoughts? <i>Add in any ideas and/or targets you would like your office to achieve.</i></p>					

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