

our commitment to the environment



Office Assessment Report

Waikato Chamber of Commerce

23 May 2011

www.greenbizcheck.com

1. Introduction

The following report reflects your current environmental standing and will automatically update online when you log on and implement new actions.

2. Instructions

You can now begin to improve your environmental score. [Section 2](#) provides you with your initial and current scores.

[Section 3](#) contains the certification targets you need to reach in order to achieve GreenBizCheck Certification and [Section 4](#) provides you with your scores by individual category.

[Section 5](#) to [Section 11](#) lists all your available actions, click on any item and choose your commitment option. Your score will be updated automatically to reflect your commitment.

[Section 12](#) contains important templates for contacting your supply chain and internal stakeholders.

You can come back to this report page at any time to update actions.

3. Overall Score

	Target	Percentage Bar
Your Initial Score	73%	
Your Current Score	80%	

4. Certification Targets

	Target	Percentage Bar
Bronze - achieved	70%	
Silver	80%	
Gold	90%	



5. Results by Category

Category	Rate	Score	Percentage Bar
Organizational Procedures	Initial	79%	
	Current	87%	
Energy Efficiency	Initial	72%	
	Current	81%	

Category	Rate	Score	Percentage Bar
Waste Reduction and Recycling	Initial	75%	
	Current	83%	
Information Technology	Initial	71%	
	Current	75%	
Transportation and Travel	Initial	74%	
	Current	74%	
General Environmental Issues	Initial	52%	
	Current	69%	
Supply Chain Sustainability	Initial	86%	
	Current	86%	

The light green check ✓ depicts actions that your organization is already doing.
 The dark green check ✓ bolded actions are actions your organization has implemented since its GreenBizCheck assessment.
 Actions yet to be adopted or implemented are bolded without a check.

6. Organizational Procedures

- ✓ Our organization is committed to annually reviewing and improving sustainability actions
- ✓ We speak to staff on a regular basis regarding sustainable business practices

ACTIONS

6.1. Set up staff eco-suggestion facility (0.48%)

ACTION

1. Set up internal online (not paper based) staff eco-suggestion facility
2. Collect suitable suggestions (if possible cc: us at info@greenbizcheck.com)
3. Periodically publish best and most useful eco-suggestions
4. Set up internal reward system for best eco-suggestion(s)
5. Publicize best staff environmental suggestions in periodical email newsletter or email memos.

COMMITMENT OPTIONS

- We have set up an internal online (not paper based) staff eco-suggestion facility
- We can not commit to this action

6.2. Organize an internal sustainability workshop or training session (0.8%)

ACTION

Organize an internal sustainability workshop, please contact your GreenBizCheck consultant.

COMMITMENT OPTIONS

- We have organized / held an internal sustainability workshop
- We can not commit to this action

7. Energy Efficiency

- ✓ All our kitchen appliances are minimum 4 ENERGY STAR rated
- ✓ Our refrigerator is in a cool spot, and all seals are working
- ✓ We do not have a vending machine for bottles, cans or food
- ✓ The dishwasher is only run when it is full
- ✓ We have installed a timer on all water coolers
- ✓ Dishwashers are a minimum 4 ENERGY STAR rated
- ✓ The cleaning company turns off the lights when they are finished
- ✓ We only purchase minimum 4 ENERGY STAR rated electrical appliances / products
- ✓ All mobile phone chargers unplugged when not in use
- ✓ All appliances (including air conditioner and heating) and lights switched off when not in use and at the end of the day, weekends and holidays
- ✓ We have a holiday shutdown checklist
- ✓ We only purchase Green Power
- ✓ All of our lighting is energy efficient
- ✓ All lights are switched off in unoccupied areas
- ✓ All lights are switched off when there is sufficient daylight
- ✓ We have a comprehensive occupancy-based light control system installed
- ✓ Most of our lighting is less than 20 watts
- ✓ A cooling tower is installed
- ✓ We have installed blinds / shades to keep the heat out in summer
- ✓ Draught-proofing is fitted and effective
- ✓ All doors and windows are closed whilst the air conditioner or heating are on
- ✓ The walls of our office are insulated
- ✓ Our office has optimal air conditioning start / stop settings in operation

- ✓ Printers (or Multi Function Centers (MFC's)) are shared by at least three people or only have one printer / MFC
- ✓ Our organization has been provided with simple efficiency guidelines for your photocopier
- ✓ All printers / photocopiers / Multi Function Centers are switched off when not in use

ACTIONS

7.1. Increase usage of Green Power (0.48%)

ACTION

1. You have come this far why not consider 100% Green Power!
2. [Search for Green Power on Google](#)

FACTS

Typical renewable energy sources: solar, wind, biomass, hydro and geothermal; benefits of renewable Green Power:

- Create positive publicity and enhance your organization's public image
- Demonstrate civic leadership
- Avoid carbon dioxide (CO₂) emissions
- Renewable energy causes far less pollution than the burning of fossil fuels
- Generate customer, investor, or stakeholder loyalty and employee pride.

COMMITMENT OPTIONS

- We have switched to 100% Green Power
- We can not commit to this action

7.2. Improve lighting efficiency (1.6%)

ACTION

1. Replace all inefficient lighting and/or bulbs with efficient lighting and/or bulbs (CFLs and LEDs)
2. Reduce the number of lamps per fixture where appropriate
3. [Find energy efficient lighting in your local area](#) or find relevant information with [Google Search](#)

FACTS

- An ordinary incandescent bulb converts most of the energy into heat not light. Compact fluorescent lights (CFLs) use 75% less energy than an equivalent incandescent bulb and last 8 - 10 times longer. They may be more expensive but this premium is more than compensated over the lifetime of the bulb.
- A very recent Osram study shows that LED lamps are more energy-efficient than light bulbs even when the energy used during the manufacturing process is factored into the equation. The report, "Life Cycle Assessment of Illuminants", shows that over the entire life cycle of an incandescent bulb from manufacturing to disposal, the energy it uses is almost five times that used for compact fluorescent lamps (CFLs) and LED lamps. Another key finding reveals that CFL and LED lamps use less than 670 kWh of energy during their entire life compared to about 3,302 kWh for incandescent lamps, which translates into an 80 percent energy savings.

COMMITMENT OPTIONS

- We have replaced all energy inefficient lighting with energy efficient lighting
- We can not commit to this action

7.3. Install motion, infra-red or photocell sensors (0.48%)

ACTION

1. Install motion, infra-red or photocell sensors.
2. [Find Green Electricians in your local area](#) or find relevant information with [Google Search](#)
3. [Or within Australia, find an EcoSmart Electrician in your local area](#)

FACTS

Occupancy sensors and timers can significantly reduce lighting energy consumption. Although energy savings depend on the size of the area, occupancy pattern, and type of lighting used, the average overall reduction ranges from 35% to 45%. The greatest potential for savings exists in restrooms (up to 90 percent), as well as in corridors and storage areas (up to 80%). Photocells and timers provide similar energy savings, and can result in energy cuts upwards of 10%.

COMMITMENT OPTIONS

- We have installed motion, infra-red or photocell sensors in suitable areas
- We can not commit to this action

7.4. Place "Switch Off" stickers in suitable locations and on appliances (0.16%)

ACTION

Place "Switch Off" reminders or stickers in suitable locations and on appliances.

COMMITMENT OPTIONS

- We have placed "Switch Off" reminders or stickers in suitable locations and on appliances
- We can not commit to this action

7.5. Set energy efficient temperatures (0.48%)

ACTION

Advise body corporate to set energy efficient temperatures:

Maximum 20°C (68°F) in the winter and at least 24°C (75°F) in the summer.

Please feel free to use our email template to body corporate - [click here](#)

FACTS

By reducing / raising temperatures by 1°C (1.8°F) in winter / summer respectively you can save around 10% of your heating / cooling bill.

COMMITMENT OPTIONS

- We have advised body corporate to set energy efficient temperatures
- Energy efficient temperatures have now been set for all our offices
- We can not commit to this action

7.6. Install double glazed windows (0.16%)

ACTION

1. Install double glazed windows to ensure maximum air conditioner efficiency.
2. [Find double glazing companies with Google Search](#)

FACTS

Heat travels quickly through single panes of glass. Secondary glazing reduces warm (in winter) / cooled (in summer) air loss through the window areas. Metal framed windows will lose more heat through the frame than wooden framed windows because metal is a poor insulator.

COMMITMENT OPTIONS

- We have installed double glazing
- We have assessed the option of double glazing but it is not feasible or viable
- We can not commit to this action

7.7. Install or place minimum 4 ENERGY STAR rated fans in your office (0.16%)

ACTION

Install or place minimum 4 ENERGY STAR rated fans in your office.

FACTS

An energy efficient fan uses approximately 50 times less energy than a standard air-conditioner for virtually the same effect. You may wish to consider jointly cooling the office with both air-conditioners and fans. Ensure that your office temperature is set at minimum 24°C (75°F) in the summer.

COMMITMENT OPTIONS

- We now use min. 4 ENERGY STAR rated fans
- We can not commit to this action

7.8. Ensure refrigerator and or freezer are set at 3°C (37°F) and around approximately -17°C (1°F) (0.16%)

ACTION

Ensure refrigerator and or freezer are set at 3°C (37°F) and around approximately -17°C (1°F), respectively.

COMMITMENT OPTIONS

- We have set energy efficient refrigerator / freezer temperatures
- We can not commit to this action

7.9. Only purchase minimum 4 ENERGY STAR kitchen rated appliances (0.32%)

ACTION

When it comes to replacing your kitchen appliances ensure you only purchase minimum 4 ENERGY STAR rated.

FACTS

Minimum 4 ENERGY STAR rated appliances may be slightly more expensive but the energy savings over the life of the appliance normally more than make up for the higher purchase price.

COMMITMENT OPTIONS

- We will only purchase minimum 4 ENERGY STAR rated kitchen appliances from now on
- We can not commit to this action

7.10. Replace water cooler with a water filter system (0.8%)

ACTION

1. Replace water cooler with a water filter system
2. Provide a kettle / jug for hot water (minimum 4 ENERGY STAR rated, of course)
3. If indispensable - make sure water cooler has minimum 4 ENERGY STAR rating.

FACTS

A standard hot and cold water dispenser can use more energy than a large refrigerator. These dispensers heat and cool water 24/7 (with very little insulation between the two compartments) - hence the very energy intense nature of these appliances.

COMMITMENT OPTIONS

- We have replaced the water cooler with a water filter system
- We can not commit to this action

7.11. Install solar panels (0.8%)

ACTION

Install solar panels that will greatly if not completely eliminate your companies reliance on non renewable resources.

FACTS

Sunlight, unlike coal, is a renewable resource, produces no greenhouse gases and there is no possibility of panels somehow becoming lost in the ocean and destroying valuable ecosystems.

Sunlight is also free to use. Once solar technology is installed, your electricity bills will at the very least be greatly reduced if not eliminated entirely.

Be sure to review local tax incentives on how to get solar panels.

COMMITMENT OPTIONS

- Solar panels have been installed that will cover 81%+ of our energy requirements
- Solar panels have been installed that will cover 61%-80% of our energy requirements
- Solar panels have been installed that will cover 31%-60% of our energy requirements
- Solar panels have been installed that will cover 16%-30% of our energy requirements
- Solar panels have been installed that will cover 6%-15% of our energy requirements
- We can not commit to this action

7.12. Tint windows in warm climates (0.32%)

ACTION

Assess the efficiency of window tinting for your organization.

FACTS

Window tinting can reduce heat loss in winter by up to 30%.

In the summer months window films reduce the cost of cooling a building by reflecting up to 79% of the sun's heat.

Efficient tinting can also block up to 99% of carpet and upholstery damaging U.V. rays.

COMMITMENT OPTIONS

- We have applied heat reflective tinting to the windows
- We have assessed the efficiency of window tinting and have been advised against installing it
- We can not commit to this action

7.13. Have your building sustainability rated (0.8%)

ACTION

Have your building sustainability assessed.

11 per cent of Australia's CBD commercial office buildings are Green Star certified.

To view The Green Building Council's Green Star program [click here](#).

FACTS

There are many business benefits for choosing Green Star for your next project including:

1. Lower operating costs
2. Higher return on investment
3. Greater tenant attraction
4. Enhanced marketability
5. Productivity benefits
6. Reduced liability and risk
7. A healthier place to live and work
8. Demonstration of Corporate Social Responsibility
9. Future proofed assets
10. Competitive advantage

COMMITMENT OPTIONS

- Our building now has a sustainability rating
- We have asked the Body Corporate for an assessment
- We do not have the authority to commit to this measure
- We can not commit to this action

7.14. Have an annual target for greenhouse gas reduction (0.16%)

ACTION

Calculate your carbon usage online at www.greenbizcheck.com and set a goal to reduce your footprint each year. Why not aim for 10% in your first year?

FACTS

10% of all electricity consumption is due to phantom power - the power used by appliances when not in use.

The Australian Government has agreed to cut carbon emission by 25% below the year 2000 levels by 2020, how are you contributing?

COMMITMENT OPTIONS

- We have calculated our carbon footprint and have an annual reduction figure in mind
- We can not commit to this action

8. Waste Reduction and Recycling

- ✓ Staff are encouraged to use reusable/washable lunchboxes rather than packaging intense fast food or take-aways
- ✓ We have a water filter system in the kitchen or dining area
- ✓ We use washable mugs and glasses
- ✓ We use washable cloth towels
- ✓ Our dishwasher has eco settings that operate at reduced water usage
- ✓ Paper usage has been assessed and minimization actions have been implemented
- ✓ We only buy 100% recycled or maximum post consumer fibre, non-bleached (or oxygen bleached) paper, envelopes and business cards
- ✓ All of our organization's outgoing bills, invoices or statements to clients are electronic and not paper based
- ✓ All staff have been advised to scan and email documents rather than sending hard copies
- ✓ All staff are encouraged to proof-read on-screen or to use 'Print Preview' functions before printing hard copies
- ✓ Our organization predominantly subscribes to electronic, online versions of newspapers, magazines and other publications instead of print
- ✓ Our organization has eliminated multiple subscriptions to the same publications
- ✓ Our organization circulates copies of popular magazines and newspapers
- ✓ Recycling stations are set up near printers, desks and equipment

Office Assessment

- ✓ All newspapers, magazines, envelopes, telephone directories and other paper products are recycled
- ✓ All old paper files and records have been recycled
- ✓ Paper that was only printed on one side is used as notepaper
- ✓ Our Document Destruction Contractor recycles off site or returns the shredded paper for us to recycle
- ✓ We have separate office / workshop / kitchen bins for general waste and other recyclables i.e. glass bottles, PET bottles, plastic bottles, cardboard, tins, cans, aluminum cans, jars, milk and juice cartons
- ✓ We have provided all the necessary bins in the appropriate areas
- ✓ As much building material as possible is recycled or sold to a recycling company
- ✓ We regularly check and repair all leaky taps / faucets
- ✓ Wherever possible documents are printed using the most efficient print settings
- ✓ Efficient margins are set for print jobs
- ✓ All photocopiers and printers have been defaulted to double sided printing
- ✓ All toner cartridges are refilled, re-inked, remanufactured or recycled
- ✓ We do not send fax cover sheets

ACTIONS

8.1. Set up electronic billing for outgoing bills, invoices and statements (0.32%)

ACTION

1. Set up electronic (non-paper based) billing facility
2. Inform all clients (old and new) about changes.

FACTS

Background:

Companies usually pay between 75 cents and \$2.00 for each document generated and mailed and pay another \$1.25 for each paper check payment they must process, most if not all of which could be eliminated through online bill payment.

Benefits of electronic billing:

- Substantial cost savings (paper and postage)
- Client retention: clients are increasingly demanding electronic billing facilities
- Less paper clogging up our landfills.

COMMITMENT OPTIONS

- We will send all bills, invoices and statements electronically
- We will send at least 80% of all bills, invoices and statements electronically
- We can not commit to this action

8.2. Pay all incoming bills online (0.8%)

ACTION

Set up electronic payment or direct debit facility. Contact your bank.

FACTS

Benefits of online bill payment:

- Substantial cost and time savings (paper, postage, filing)
- Less paper clogging up our landfills.

COMMITMENT OPTIONS

- Whenever possible, we will pay all bills online
- We will pay at least 80% of all bills online
- We will pay at least 50% of all bills online
- We can not commit to this action

8.3. Add a tagline to the footer of all emails "only print if necessary" (0.16%)

ACTION

Add following or similar tagline to all outgoing emails:

"Think of our environment - please only print a hardcopy if necessary"

(simply cut and paste the above text into the default templates of all your outgoing emails)

COMMITMENT OPTIONS

- Tagline "only print if necessary" has been added to all outgoing emails
- We can not commit to this action

8.4. Only purchase recycled / sustainably sourced paper (0.64%)

ACTION

1. Where possible, only purchase 100% recycled / sustainably sourced or non-bleached (or oxygen bleached), maximum post consumer fibre paper - paper, envelopes, compliment slips, business cards, manila folders, notepads, etc. [Click here for more info](#)
2. [Click Here](#) to view the Corporate Express range.
3. [Find recycled paper and stationery suppliers in your local area](#) or find relevant information with [Google Search](#)

FACTS

One popular form of chlorine-free but still whitened paper is oxygen bleached paper. There are three types of oxygen bleaches sold in the consumer market, hydrogen peroxide, sodium percarbonate and sodium perborate. This form of bleaching does not use chlorine and has minimal environmental impact.

COMMITMENT OPTIONS

- All our paper is (will be) 100% recycled / sustainably sourced and unbleached (once existing stocks have been used up)
- We can not commit to this action

8.5. Collect all unwanted mail and return to sender (0.48%)

ACTION

1. Collect all unwanted mail and junk mail over at least three months in central junk mail box
2. 'Return to sender' all junk mail advising that mail is no longer wanted.

FACTS

- 44% of junk mail is thrown away unopened, but only half that much junk mail (22%) is recycled
- 5.6 million tons of catalogs and other direct mail advertisements end up in U.S. landfills annually - enough to fill over 450,000 garbage trucks
- The average American household receives unsolicited junk mail equal to 1.5 trees every year more than 100 million trees for all U.S. households combined.

COMMITMENT OPTIONS

- All unwanted hard copy (junk) mail has been collected and returned to sender
- We can not commit to this action

8.6. Publish an electronic annual report (0.64%)

ACTION

Only print the regulated minimum amount.

1. Where possible inform relevant regulatory bodies, shareholders, press and board of switching to an electronic annual report
2. Prepare electronic annual report
3. Email electronic annual report to relevant regulatory bodies, shareholders, press and board.

COMMITMENT OPTIONS

- Our next annual report will be an electronic version with only the minimum legal requirement printed
- We can not commit to this action

8.7. Send only email greeting cards (0.48%)

ACTION

1. Review and update current holiday card list
2. Only send email holiday cards to clients
3. Donate money saved to suitable environmental organization.

FACTS

[Try yahoo! greeting cards.](#)

COMMITMENT OPTIONS

- We will only send email greeting cards from now on
- We can not commit to this action

8.8. Set photocopier to print two pages onto one page (0.32%)

ACTION

Print four pages onto one page:

- Set two pages onto one page copy function
- Set double-sided copy function.

FACTS

Save 75% photocopying paper with two simple adjustments of your photocopier(s). Large Font PowerPoint presentations, for example, are perfect for this print format

COMMITMENT OPTIONS

- Whenever possible we use the two pages onto one page copy function
- We can not commit to this action

8.9. Avoid printing wasted page (0.32%)

ACTION

Avoid printing wasted page e.g. the page with just a URL, banner ad, legal disclaimer, etc.

Printing pages with just a URL, banner ad, legal disclaimer, etc. wastes money, trees, paper, time and ink.

COMMITMENT OPTIONS

- We have installed the appropriate program on our network / PCs to avoid printing wasted pages
- We can not commit to this action

8.10. Only purchase 100% bio-degradable plastic bags and bin liners (0.16%)

ACTION

1. Only purchase 100% bio-degradable plastic bags and bin liners
2. [Click Here](#) to view the Corporate Express range
3. Encourage staff to no longer use plastic bags
4. Encourage staff to only use multiple-use green shopping bags.

FACTS

Each year, we consume an estimated 4 trillion (4,000,000,000,000) plastic bags worldwide - an estimated seven million plastic bags per minute. Hundreds of billions of plastic bags end up as litter each year.

COMMITMENT OPTIONS

- We only purchase 100% bio-degradable plastic bags and bin liners
- We can not commit to this action

8.11. Undertake waste assessment and identify areas for improvement (0.48%)

ACTION

1. Identify waste streams i.e. general waste, paper, recyclables
2. Quantify and characterise each waste stream to establish benchmark data
3. Establish how and why each waste stream is generated
4. Calculate costs incurred with treatment, storage, handling and disposal of wastes, including quantifying associated labour, energy, water and lost raw material costs where possible
5. Determine liabilities associated with waste generation
6. Identify options for more efficient and effective waste management (e.g. identify reduction/diversion/recycling opportunities).

COMMITMENT OPTIONS

- We have undertaken a waste assessment
- We can not commit to this action

8.12. Recycle all compact florescent light (CFL) tubes / globes (0.8%)

ACTION

Recycle all CFL tubes/globes. The mercury contained in one fluoro tube can pollute 30,000 litres of water! In some countries recycling is already mandatory.

[Find fluoro light recyclers in your local area](#) or find relevant information with [Google Search](#)

In Australia, detailed information about disposal and recycling, is available at [FluroCycle](#).

FACTS

All fluorescent lamps including CFLs contain very small amounts of elemental mercury (1-15mg depending on size and manufacturer). The largest source of mercury pollution entering our landfills is from the dumping of mercury containing fluorescent tubes and High Intensity Discharge (HID) lamps. Australians consume 50 to 60 million fluorescent tubes and HID lamps every year. Of this enormous figure only 1% are recycled, the rest are polluting Australian landfill and subsequently surrounding environments.

COMMITMENT OPTIONS

- All CFL tubes/ globes will be/are recycled
- We can not commit to this action

8.13. Only source environmentally preferable stationery items (0.48%)

ACTION

Source stationery products that are environmentally preferable.

Most stationery suppliers now have a whole range of environmentally sustainable products. Ask your local supplier or do a google search.

or [Click Here](#) to view the Corporate Express range.

FACTS

There is very little difference to you when using an environmentally preferable product but the environmental benefits are great and can include:

- items are either reusable, biodegradable, compostable, or recyclable at end of life
- usually manufactured from renewable resources, waste by-products, or recycled waste materials that have been diverted from landfill
- are made locally to reduce the carbon kilometres from manufacturer to consumer
- are non-toxic and therefore help protect human health, biodiversity and habitat
- create fewer greenhouse gas emissions to produce

COMMITMENT OPTIONS

- We only purchase environmentally preferable stationery products
- We can not commit to this action

8.14. Ensure all restroom soaps used are 100% biodegradable (0.16%)

ACTION

Ensure all restroom soaps used are 100% biodegradable.

COMMITMENT OPTIONS

- We only use 100% biodegradable soaps
- We can not commit to this action

8.15. Have an annual target for office waster going to landfill (0.16%)

ACTION

Start measuring your weekly rubbish piles and aim to reduce the amount going into landfill.
Install recycling centres in your office for different waste types and encourage staff to recycle.

FACTS

The environmental impacts from landfill can include, pollution of the local environment (such as contamination of groundwater and/or aquifers by leakage and residual soil contamination during landfill usage, as well as after landfill closure)and offgassing of methane generated by decaying organic wastes (methane is a greenhouse gas many times more potent than carbon dioxide).

It can take some materials hundreds of thousands of years to break down.

COMMITMENT OPTIONS

- We are monitoring our rubbish for landfill and have an annual reduction figure in mind
- We can not commit to this action

8.16. Have a WEMP Plan (0.48%)

ACTION

Have a water efficiency management plan (WEMP) conducted at your work place. Anyone operating cooling towers (regardless of their application) are required to prepare and submit a WEMP by law.

FACTS

The water efficiency planning process includes three key activities for water users:

- Accounting for water use;
- Identifying water saving actions; and
- Preparing a plan to implement the identified action

Water Efficiency Management Plans aim to help businesses better manage water use, save on water costs, improve efficiency and reduce business water consumption - by a minimum of 25% or best industry practice - in line with regionally agreed water reductions.

COMMITMENT OPTIONS

- A WEMP has been conducted at our work place and we are following the recommendations for water saving.
- We can not commit to this action

8.17. Have an annual target for water reduction (0.32%)

ACTION

Find out what your annual usage of water is and set a reduction goal.

FACTS

Of all the water in the world, only 3% is fresh. Less than one third of 1% of this fresh water is available for human use. The rest is frozen in glaciers or polar ice caps, or is deep within the earth, beyond our reach.

To put it another way, if 100 litres represents the world's water, about half a tablespoon of it is fresh water available for our use. We cannot afford to waste it.

COMMITMENT OPTIONS

- We have set an annual water reduction target
- We can not commit to this action

9. Information Technology

- ✓ Our organization recycles all its electronic waste
- ✓ All our correspondence is stored electronically
- ✓ Our organization have a searchable, central, digital document storage repository for frequently used reference documents

GreenBizCheck

- ✓ All workstations are shut down at the end of the day, on weekends and during holidays
- ✓ All work stations are free of unnecessary applications and defragmented regularly
- ✓ Screensavers are disabled
- ✓ Our organization purchases downloadable software where possible
- ✓ We only purchase minimum 4 ENERGY STAR rated monitors
- ✓ We have a power management / monitoring application installed on our network
- ✓ Cold air is pumped into the data center on cold days
- ✓ Our data centre has raised floors to improve air flow
- ✓ We have hot and cold aisles in the data center where hot air is separated from cold air
- ✓ We only use minimum 4 ENERGY STAR rated air conditioners in the data center
- ✓ Data center air conditioners are serviced and cleaned regularly
- ✓ The data center is located in an area unaffected by sunlight
- ✓ The data center is insulated
- ✓ All lights are switched off when no-one is inside the data center
- ✓ The backup generator is maintained regularly
- ✓ All necessary applications are installed on as few servers as possible
- ✓ Virtualization has been implemented on the servers
- ✓ Power management software has been enabled on all servers
- ✓ Only energy efficient UPS devices are installed in the data center
- ✓ All servers are installed with energy efficient power supplies
- ✓ The IT department is responsible for the power consumed in the data center
- ✓ Where possible we use Multi-Function Centers

ACTIONS

9.1. Store correspondence electronically (0.48%)

ACTION

Review Paperless Guide and assess suitability (link: www.greenbizcheck.com/fact-sheets/paperless-office-guide/.)

FACTS

Most email correspondence can easily be stored electronically (with suitable back-up). In addition we suggest that other documents are scanned and stored electronically as well - fringe benefit: de-clutters the office and frees up space.

Main benefits of electronic data storage:

- Protect Critical Business Documents Digitize paper and store electronic files in a secure data facility ensuring business continuity 24/7
- Increase Productivity Find any document in the secure repository in seconds
- Reduce Errors Automate and enforce business processes with rules based workflow
- Manage Communications Collaborate on documents and processes
- Ensure Document Integrity Apply version control on your documents
- Comply with Key Government Regulations Utilize records management and email archiving
- Control Access Secure documents and workflow by user, department and role.

COMMITMENT OPTIONS

- We will store all correspondence electronically
- We can not commit to this action

9.2. Whenever possible purchase laptops instead of desktops (0.8%)

ACTION

Whenever possible purchase laptops instead of desktops.

[Click Here](#) to view the Corporate Express range.

FACTS

Laptops use at least 50% less energy than desktops, take up less space and can be taken to meetings for presentations.

COMMITMENT OPTIONS

- Whenever possible we purchase laptops instead of desktops
- We do not have the authority to commit to this action
- We can not commit to this action

9.3. Encourage staff to switch off monitors when not in use (0.48%)

ACTION

1. Encourage staff to switch off monitors when not in use
2. Send PC efficiency email to staff (link: www.greenbizcheck.com/fact-sheets/efficiency-for-pcs/.)

FACTS

Typically monitors use more than 50% of the energy consumption of a desktop, by switching off the monitor you can drastically reduce your energy cost.

Ideally staff should also shut down the hard drive during extended breaks - resulting in even bigger savings for the organization and the planet.

COMMITMENT OPTIONS

- All monitors are switched off when not in use
- We can not commit to this action

9.4. Choose hardware vendors based on overall lifecycle (0.48%)

ACTION

Ensure that you only purchase hardware based on the overall lifecycle.

FACTS

Develop an IT hardware purchasing policy based on the hardware vendor's entire lifecycle. Extended Producer Responsibility (EPR) is increasing worldwide. The [Electronic Product Environmental Assessment Tool \(EPEAT\)](#) system assesses and certifies vendor lifecycles on the following systems:

- Integrated Desktop Computers
- Notebooks
- Desktops
- Monitors
- Workstations

It outlines extensive criteria and rates each product into one of three categories: Bronze, Silver or Gold.

COMMITMENT OPTIONS

- Hardware vendors are selected based on the overall lifecycle
- We can not commit to this action

9.5. Replace hardware less often (0.32%)

ACTION

Consider replacing your hardware less often; only purchase quality hardware with longer life expectancy and avoid inferior, cheaper equipment that will not last as long.

COMMITMENT OPTIONS

- We have reviewed and optimized (lengthened) our hardware replacement cycle
- We can not commit to this action

9.6. Use power adjusting network equipment (0.32%)

ACTION

Only purchase new network equipment capable of automatically determining cable lengths and adjusting power equipment accordingly.

COMMITMENT OPTIONS

- We use power adjusting network equipment
- We can not commit to this action

9.7. Use network equipment that can turn off links automatically (0.32%)

ACTION

Only purchase new network equipment that automatically turns off links when it detects that the relevant connected device has been switched off.

COMMITMENT OPTIONS

- When purchasing / replacing network equipment we will ensure that it can turn off links automatically
- We can not commit to this action

9.8. Relocate data center management terminal (0.48%)

ACTION

Move data center management terminal out of data center.

There is no need for a data center management terminal to be located inside the data center, move it to an area outside the data center so staff do not need to be constantly entering and exiting the room.

COMMITMENT OPTIONS

- We have moved the data center management terminal(s) out of the data center(s)
- We can not commit to this action

9.9. Schedule access to the data center (0.48%)

ACTION

Entering and leaving the data center is like constantly opening and closing the fridge door; cold air escapes quickly. Schedule access to the data center(s) so that several tasks can be completed per visit.

COMMITMENT OPTIONS

- We have reduced and optimized data center in/out traffic
- We can not commit to this action

9.10. Increase data center temperature (0.8%)

ACTION

Increase temperature to at least 22°C (71°F). Check with your data center equipment manufacturer / provider whether you can safely increase the temperature to 24°C (75°F).

FACTS

It is counter-intuitive to many IT managers to run a data center at temperatures as high as 24°C (about 75°F) but many of the newer server designs allow for equipment to run at higher temperatures.

Efficient hot/cold-aisle layouts can also reduce cooling costs by 30% - 40%, as well.

COMMITMENT OPTIONS

- We have increased the data center temperature to 22°C (71°F)
- We have increased the data center temperature to 24°C (75°F)
- We can not commit to this action

9.11. Compile IT inventory list and assess energy efficiency and need for each component (0.32%)

ACTION

1. Compile a list of all IT equipment
2. Assess need for each component
3. Donate, recycle, reallocate appliances

COMMITMENT OPTIONS

- We have compiled an IT inventory list and have made the necessary adjustments
- We can not commit to this action

10. Transportation and Travel

- ✓ Our organization has a car-pooling scheme in operation
- ✓ Uneconomical cars have been replaced by small, fuel efficient, 4 cylinder, hybrid or LPG cars
- ✓ Fuel efficiency is routinely monitored on vehicle(s)
- ✓ Drivers routinely check and correct vehicle tyre pressures
- ✓ We have a (walk, cycle or public transport) day to work every month
- ✓ Our organization offers sufficient bicycle parking spaces
- ✓ Our organization offers suitable shower facilities for staff who travel to work by bicycle
- ✓ We have implemented a fleet / route optimisation program

ACTIONS

10.1. Allow eligible staff to work from home (0.8%)

ACTION

Allow eligible staff to work from home.

FACTS

Reduce distance travelled by staff and unproductive time spent commuting.

Top tips to reduce staff car emissions:

Reduce travel as far as possible by providing the facilities for and encouraging the use of teleconferencing and video-conferencing.

If travel is essential, encourage the use of the most environmentally preferable mode of transport appropriate in the circumstances and encourage route planning to avoid travel blackspots.

If you have several sites between which staff travel regularly, consider providing a staff shuttle service.

If you have a vehicle fleet, ensure that only fuel-efficient or hybrid cars are purchased.

COMMITMENT OPTIONS

- We allow eligible staff to work from home
- We have thoroughly assessed a 'work from home policy' but it is not viable for our organization
- We do not have the authority to commit to this action
- We can not commit to this action

10.2. Provide subsidies for public transport (0.48%)

ACTION

Provide subsidies for public transport in order to encourage less car journeys and to reduce car-related emissions.

FACTS

Shifting trips from private cars to public transport (and freight from trucks to trains) not only saves energy, but also reduces transport emissions substantially.

A typical car produces 286g (10oz) CO₂-e per passenger-km, a diesel bus 22g (0.7oz) and an electric train 14g (0.5oz).

COMMITMENT OPTIONS

- We subsidize public transport
- We do not have the authority to commit to this action
- We can not commit to this action

10.3. Organize an Environmental Driver Training Program (1.12%)

ACTION

Organize a regular environmental driver training program.

[Find environmental driver training programs in your local area](#) or find relevant information with [Google Search](#)

FACTS

Environmental driving training programs can help your company comply with new legislation, improve productivity, reduce insurance costs and win essential tenders.

COMMITMENT OPTIONS

- All of our fleet have completed an environmental driver training program
- Most of our fleet has completed an environmental driver training program
- Half of our fleet has completed an environmental driver training program
- Some of our fleet has completed an environmental driver training program
- Only a few key people have completed an environmental driver training program
- We can not commit to this action

11. General Environmental Issues

- ✓ Our organization discourages staff from buying bottled water
- ✓ Indoor air quality is regularly tested

Office Assessment

- ✓ Our organization donates to local environmental organizations
- ✓ Our organization donates or exchanges unwanted furniture, supplies, electronics, scrap materials and packaging

ACTIONS

11.1. Ensure your cleaning company only uses environmentally preferable products (0.48%)

ACTION

1. Please ensure your cleaning company only uses environmentally preferable products
2. [Or find an environmentally preferable local cleaning company here.](#)

or [Click Here](#) to view the Corporate Express range.

COMMITMENT OPTIONS

- We have ensured that our cleaning company only uses environmentally preferable products
- We can not commit to this action

11.2. Install a water tank (0.8%)

ACTION

1. [Find water tanks in your local area](#) or find relevant information with [Google Search](#)

COMMITMENT OPTIONS

- We have installed a water tank
- We do not have the authority to commit to this action
- We can not commit to this action

11.3. Add living plants to offices (0.8%)

ACTION

Add living plants to offices.

FACTS

Living Plants:

Most work environments and public buildings are 'sealed' from the real world and are usually designed to prevent fresh air from the outside coming in. Air-conditioning is commonplace and expected.

The body of research on the positive effects of plants in offices:

- absorption of VOC (Volatile Organic Compounds), benzene and formaldehyde released by furniture, carpets, photocopiers, printers and modern building materials
- production of oxygen
- cooling effect
- stabilise humidity in air-conditioned spaces
- noise reduction and absorption
- reduce stress levels
- may improve productivity

COMMITMENT OPTIONS

- We have added living plants to our offices
- We can not commit to this action

11.4. Participate in environmental days / events (1.12%)

ACTION

1. Participate in environmental days or events
2. [Find global or local environmental days.](#)

FACTS

Advantages of participating in environmental days:

1. Great team building exercise
2. Motivates and educates staff
3. Contributes to local community.

COMMITMENT OPTIONS

- Our organization will participate in at least one environmental day per year
- We can not commit to this action

5. Additional Information on Green Publications

ACTION

Some environmental publications that discuss current sustainability issues include:

- [Environmental Leader](#)
- www.eco-business.com
- [BBC](#)
- [National Geographic](#)
- www.BNET.com
- [Green Times](#)

12. Supply Chain Sustainability

- ✓ Only rechargeable batteries are purchased
- ✓ Our Purchasing Manager is trained to purchase environmentally preferable products
- ✓ Our organization's purchasing policy incorporates only buying environmentally preferable products
- ✓ Our organization predominantly purchases products that offer take-back services and/or recycling services
- ✓ Our organization predominantly purchases sustainable and non-toxic furniture when replacing old furniture
- ✓ Our organization buys in bulk and returns packaging to suppliers where possible

ACTIONS

1. Encourage cleaning company to only use environmentally preferable cleaning products

ACTION

Encourage cleaning company to only use environmentally preferable cleaning products:

Link to cleaner's email: <http://www.greenbizcheck.com/email-templates/cleaners/>

12.2. Purchase second hand or environmentally sustainable furniture / office equipment (0.48%)

ACTION

Purchase second hand or sustainable furniture / office equipment.

[Click Here](#) to view the Corporate Express range.

FACTS

By actively purchasing second hand goods you reduce the amount of goods - that are still in perfect working condition - ending up in our landfills.

COMMITMENT OPTIONS

- When purchasing furniture / office equipment we will assess environmentally sustainable / second hand options
- We can not commit to this action

12.3. Purchase your promotional products from environmentally preferable sources (0.48%)

ACTION

Purchase your promotional products from environmentally preferable sources. You will be surprised on the amount of options available with a quick internet search.

Call Corporate Express on 1800 883 331 to review their environmentally preferable promotion product options .

FACTS

What you send to your current customers, suppliers and potential customers affects your branding and position in the market place. It needs to represent your environmental policies and commitment to sustainability.

Many government and large corporates will now only deal with sustainable suppliers. By sourcing environmentally preferable promotional products - not only does your company decrease the reliance on non renewable resources - but it is also a direct reflection on your company values and purchasing policies.

COMMITMENT OPTIONS

- We only source environmentally preferable promotional items
- We can not commit to this action

13. Key Internal and Supply Chain Activities

- [Send GreenBizCheck introductory email to all staff](#)
- [Include corporate environmental policy in corporate policy](#)
- [Send out GreenBizCheck's free home eco assessment to all staff - designed to save thousands of dollars](#)

- [Contact clients; simply cut and paste template email](#)
- [Contact suppliers; simply cut and paste template email](#)
- [Contact body corporate; simply cut and paste template email](#)
- [Contact body corporate re office temperature; simply cut and paste template email](#)
- [Contact body corporate re recycling bin; simply cut and paste template email](#)
- [Contact cleaners; simply cut and paste template email](#)
- [Contact landlord; simply cut and paste template email](#)

14. Information

- ✓ We have access to a recycling service (e.g. curbside recycling bin with regular pick-ups) for our recyclables
- ✓ We agree for our staff to receive your monthly electronic environmental newsletter
- ✓ We select suppliers based on their environmental credentials

ACTIONS

1. Include environmental policy in corporate strategy

ACTION

Include sustainability policy in corporate strategy and business plans. By embedding sustainability as a core business principle your organization is sending out a clear statement of intent.

Please feel free to use our [Environmental Policy Template](#).

2. Encourage and integrate supply chain into adopting sustainable business practices

ACTION

1. Encourage and integrate supply chain into adopting sustainable business practices
2. Explore potential of introducing GreenBizCheck to key supply side decision makers

Link to supplier email: <http://www.greenbizcheck.com/members/email-templates/start-client-supply-chain-email>

Or email their details to info@greenbizcheck.com.

FACTS

Involving your supply chain will dramatically increase your organization's positive contribution to the environment.

Walmart's Andy Ruben summed it up succinctly: "We knew that 90% of our ability to create change was through our supply chain."

3. Encourage and integrate your clients into adopting sustainable business practices

ACTION

1. Encourage and integrate your clients into adopting sustainable business practices
2. Explore potential of introducing your clients to greenbizcheck's concept

Link to client email: <http://www.greenbizcheck.com/members/email-templates/start-client-supply-chain-email>

Or email their details to info@greenbizcheck.com.

4. Please provide us with a list of email addresses of staff who wish to receive our monthly newsletter

ACTION

Please provide us with a list of email addresses of staff who wish to receive our monthly newsletter info@greenbizcheck.com

5. Instruct Body Corporate to set temperatures to optimum settings

ACTION

Check temperatures and instruct Body Corporate to set temperatures at maximum 20°C (68°F) in the winter and at least 24°C (75°F) in the summer (link: <http://www.greenbizcheck.com/members/email-templates/body-corporate-aircon-email>).

FACTS

Every degree counts: With every degree less cooling or heating you can save around 10% of your cooling or heating bill, respectively.

15. Carbon Offsetting / Compensation

ACTIONS

1. Our organization offsets (compensates) its residual carbon footprint

ACTION

Check out GreenBizCheck's alliance with the Australian Rainforest Foundation: Please go to www.compensatenow.com

COMMITMENT OPTIONS

- Yes, we compensate (offset) our residual carbon footprint
- No, we cannot commit to this action at this point in time
- We can not commit to this action

16. Audit Questions

Based on your answers, you may be audited on the following questions

Question	Audit Type
Do you have a water filter system in the kitchen or dining area?	Physical Audit
What percentage of recycled / sustainably sourced or maximum post consumer fibre, non-bleached (or oxygen bleached) paper, envelopes and business cards does your office currently buy?	Documentary Evidence
Are paper recycling stations set up near printers, desks and equipment?	Physical Audit
Do you have separate office / workshop / kitchen bins for general waste and other recyclables i.e. glass bottles, PET bottles, plastic bottles, cardboard, tins, cans, aluminum cans, jars, milk and juice cartons?	Physical Audit
Do you have a holiday shutdown checklist?	Documentary Evidence
What is the percentage of renewable energy (sources include: solar, wind, biomass, hydro and geothermal) purchased by your organisation?	Documentary Evidence
What percentage of your lighting is energy efficient e.g. CFLs or LEDs?	Physical Audit / Documentary Evidence
Is the indoor air quality regularly tested?	Documentary Evidence
Have blinds / shades been installed to keep the heat out in summer?	Physical Audit
Are screensavers disabled (and sleep mode enabled after 15 mins or less)?	Documentary Evidence
Do you have a power management / monitoring application installed on your network?	Documentary Evidence

Question	Audit Type
Does your organisation use Multi-Function Centres (Photocopier, Fax, Scanner, Printer)?	Physical Audit / Documentary Evidence
Have all photocopiers and printers been defaulted to double sided printing?	Physical Audit
Has your organisation been provided with simple efficiency guidelines for your photocopier?	Physical Audit / Documentary Evidence
Have uneconomical cars been replaced by small, fuel efficient, 4 cylinder, hybrid or LPG cars?	Physical Audit / Documentary Evidence
What percentage of drivers have undergone an environmental driver training program?	Documentary Evidence
Does your organisation's purchasing policy incorporate only buying environmentally preferable products?	Documentary Evidence

17. Conclusion

Have we missed an environmental opportunity? Please let us know at info@greenbizcheck.com.

We really appreciate your input and feedback which will help us to improve our service and have an even greater impact to help the environment.

18. Disclaimer

Although the information and recommendations are presented in good faith and believed to be correct, GreenBizCheck makes no representations or warranties as to the completeness or accuracy of the information. Information is supplied upon the condition that the persons receiving same will make their own determination as to its suitability for their purposes prior to use. In no event will GreenBizCheck be responsible for damages of any nature whatsoever resulting from the use of its certification or other products. Whilst GreenBizCheck has taken every care to incorporate widely used best practice standard it cannot guarantee the accurateness of its certification and accepts no responsibility for any deviations, errors or omissions. In particular, GreenBizCheck may - in certain instances - not be able to

Office Assessment

capture a client's total carbon footprint due to the client's nature or complexity of business.



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