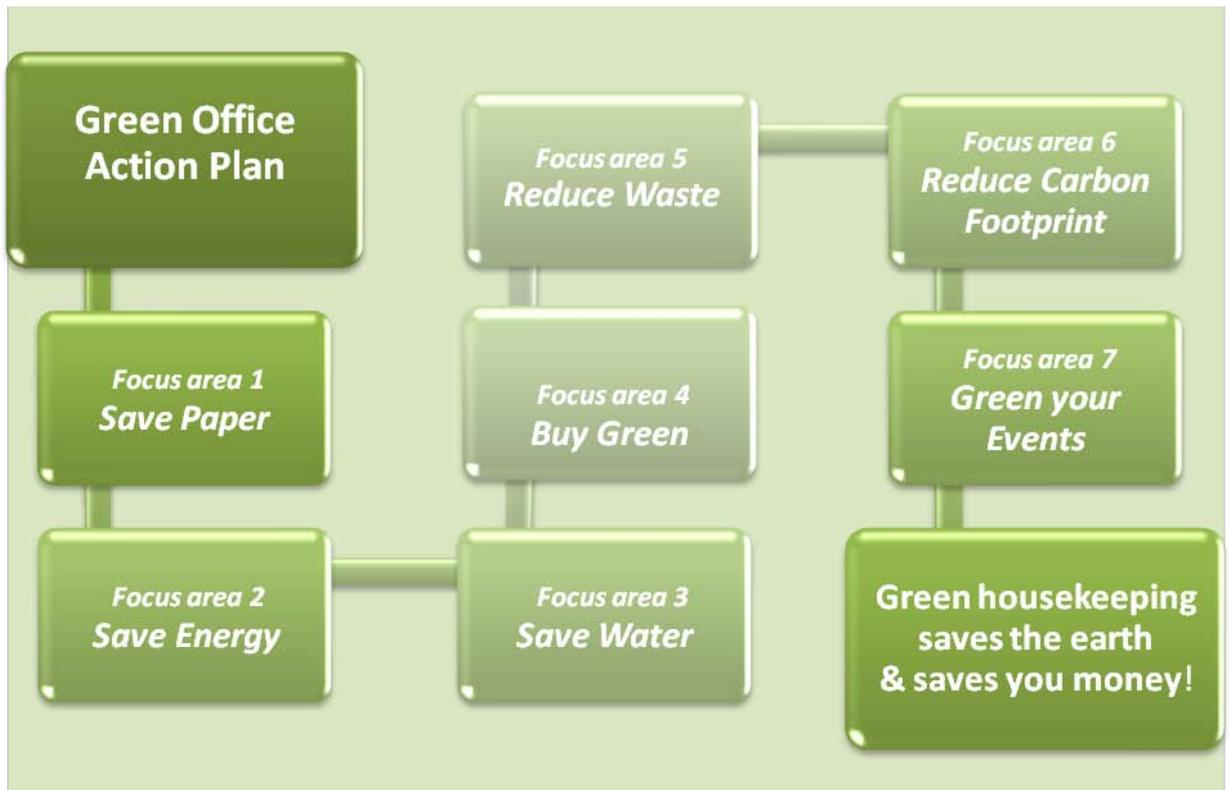




# SAMPLE Green Office Action Plan (GOAP)

The seven key areas to focus on:



Each area requires specific behaviours aimed to achieve the three fundamental principles of:

- Reducing
- Reusing
- Recycling

**Tipsheets on each focus are on next pages**

➡ If you print this document, do it the green way i.e. back to back



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# Green Office Action Plan (GOAP)

WHERE and HOW we can improve or change BEHAVIOURS

WHERE and HOW we can upgrade or change EQUIPMENT



## Tipsheet for Focus Area 1: PAPER

Paper is among the largest components of the waste stream (printing and writing paper, newspapers magazines and cardboard)

- Create a paper savings awareness campaign
- Track paper use
- Identify strengths, weaknesses and improvements to systems for managing paper usage

### Ideas

- Buy recycled paper
- Buy non-wood paper
- Eliminate all possible paper processes
- Consider green marketing practices
- Consider green publishing of your annual reports and magazines
- Powerpoint presentations instead of paper
- Use real mugs, plates and cutlery rather than disposable ones.

### How to reduce

- Get faxes by email
- Send and get electronic invoices and statements
- Send invitations electronically
- Opt for e.cards
- Do electronic banking
- Use electronic application forms
- Store data and disaster recovery electronically
- Use print preview to spot errors
- Print on both sides of paper
- Only print pages you really need
- Edit documents on screen eg:track changes
- Keep copies of documents on disk rather than paper
- Set printout margin sizes and fonts to minimise paper use.

### Reduce Paper Usage

### Reuse

- Envelopes
- Ruined photocopies as rough paper
- Cardboard boxes
- Bubblewrap
- Shredded paper and newspapers as box fillers when packing for freighting
- Pieces of cards e.g.: the back of A4 notepads to stiffen envelopes, for sending photographs or artwork.

### Recycle

- Turn printing mistakes or ruined copies into notepads
- Collect old magazines etc and send to recycle companies or organise for pickups.

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## Tipsheet for Focus Area 2: ENERGY

Create an energy- saving awareness campaign

- Audit/track energy use
- Identify strengths, weaknesses and improvements to systems for managing energy usage.

### Ideas

- Consider motion or occupancy sensor lights and/or timers
- Consider buildings offering natural light and/or place workstations near natural light
- Clean light fittings and windows regularly
- Look into renewable energy sources
- Enhance insulation in ceilings, walls and floors as appropriate.

### How to reduce

- Train staff to switch off monitors, PCs and to turn off lights
- Obtain “Switch-off when not in use” stickers for light switches
- Ensure external lights are switched off during daylight
- Monitor air-conditioning usage
- Set all PCs and office equipment to energy-saving modes and ensure ALL are switched off at night  
*The world’s computers are responsible for creating more CO2 than the world’s aircraft!*
- Switch off geysers for weekends and annual holidays  
*The above means good housekeeping.*

### Save and Conserve Energy

### Reuse

- Light bulbs with energy-efficient bulbs or fluorescent lamps
- Replace geyser with solar geyser
- Replace bright bulbs with lower power ones in overlit areas.

### Recycle

- Light bulbs and lamps.



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## Tipsheet for Focus Area 3: WATER

The scarcity of clean water is a global crisis that won't go away overnight.

- Create a water-saving awareness campaign
- Track water usage
- Identify strengths, weaknesses

### Waterwise Ideas

- Introduce rainwater harvesting in tanks
- Install water efficient taps or fixtures
- Water efficient washing appliances
- Install signage with hot-line numbers for leak reporting
- Avoid installing ornamental water features and fountains that lose water to evaporation
- Know where your master watershutoff valve is located.

### How to reduce

- Install water efficient systems for indoor and outdoor plant and landscape watering (drip irrigation systems use less water than sprinklers)
- Opt for drought-tolerant /water efficient plants and grass
- Upgrade older toilets/urinals with water-efficient models
- Fill kettles only with as much water as you need
- Wash company vehicles at commercial car washers that recycle water.

### Save and Conserve Water

#### Repair/Fix

- Excessive water pressure and leaks (leaking taps!)
- Leaking hose nozzles
- (Phone and report ) significant water losses from broken pipes.

#### Reuse/Recycle

- Employ water reuse practices (e.g. reusing rain and storm water).

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## Tipsheet for Focus Area 4: GREEN PURCHASING

The market for green products and services is growing rapidly. Buying green Buying 'green' means choosing products that are easily recycled, last longer or produce less waste.

- Green products are also generally produced in a way that consumes less natural resources or uses them more sustainably.
- Assess current purchasing practices and policies

### Ideas

- Focus on identifying products and services which are Green
- Learn the language of Green.

### How to Buy Green

- Partner with suppliers
- Give preference to:
  - Biobased products
  - Energy Efficient products
  - Recycled Content products
  - Non-ozone Depleting Substances
  - Repairable products
  - Recyclable products.

### Buy Green

### Introduce

- Purchasing behaviour training and standards
- Specifications and Standards for your office purchases.

### Consider

- Environmentally-friendly vehicles e.g.: hybrid models
- Locally manufactured products as they travel lesser distances
- Paper and cardboard that is high in recycled content
- Office supplies that are free of hazardous materials
- Cleaning supplies that are non-toxic and in concentrate form
- Non-wood products where possible.



# Green Office Action Plan (GOAP)

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## Tipsheet for Focus Area 5: WASTE

Reducing waste brings down disposal, purchasing, and operational costs

- Create a waste-reduction awareness campaign
- Audit waste: the **what**, **where** and **how** of waste generation
- Identify strengths, weaknesses and improvements to systems for managing waste

### Ideas

- Avoid generating non-recyclable waste
- Prevent your company contributing to landfill waste
- Give attention to the product durability/ life span when shopping for the office
- Buy in bulk to reduce packaging
- Where appropriate repair equipment before having it replaced
- Hire instead of buying if you're not going to need an item long-term
- If machinery is creating a lot of waste, check whether it needs to be repaired or replaced or if it is being used correctly.

### How to reduce

- Paper use whenever possible
  - distribute documents to fewer people
  - clean up mailing lists, AND/OR
  - eliminate unnecessary business forms
- Wastes from catering and leisure facilities i.e glass, beverage cans, plastics, paper and board packaging and food waste
- Use of staples! Saving one staple a day in every office equals tons of metal saved a year
- Adapt your company's purchasing policy to encourage procurement of products that help prevent or reduce waste/also buy recycled products.

### Reduce Waste

### Reuse

- Folders, hanging file dividers, packing boxes and other storage items
- Collect name badges after meetings
- Paper clips, bull clips drawing pins etc
- Padded bags/envelopes, polystyrene.

### Recycle

- Start a battery and ink-toner recycling bin
- Have recycling bins placed in communal areas (reception, tea stations, cafeteria, meeting rooms) for bottles, cans, CD-ROMs, old cellphones etc.

# Green Office Action Plan (GOAP)

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## Tipsheet for Focus Area 6: CARBON FOOTPRINT in Travel and Transportation

Reducing carbon emissions is not just about saving the planet - it is about saving ourselves! Carbon footprint is the term used to describe the amount of carbon used by a person or organisation going about their everyday business.

- Assess your carbon footprint: it's made up of a series of scores e.g. Transport score, Energy score, Food score, and Waste score.

### Ideas

- Drive Less and Drive Smart
- Plant trees around your office premises: trees and other plants absorb carbon dioxide and give off oxygen.

### Reduce

- Employee commuting time: consider compressed work week or telecommuting
- Deliveries by reducing the frequency of deliveries or collections - where applicable/ bundle errands
- Out-of-office meetings: where possible cut-down on car travel by encouraging phone, video and web conferences as opposed to out-of-office meetings.

Reduce  
Carbon Footprint  
in transport and travel

### Avoid

- Connecting flights by taking direct flights wherever possible
- Idling and revving: It hurts engines, wastes petrol, and contributes to global warming and pollution
- Heavy traffic: drive during non-peak hours - saves a significant amount of fuel during stops.

### Introduce

- Energy-efficient commuting for workers by having subsidized buses and/or encourage employees to join car pooling/ car sharing /lift clubs
- Encourage the purchase of energy-efficient vehicles and hybrid cars
- Efficient Delivery Routing by using special routing software
- Greener Driving:
  - Inflate your tyres properly - it will improve your mileage by about 3.3%
  - Keep cars properly serviced
  - Drive with windows closed as this reduces drag on the vehicle.



# Green Office Action Plan (GOAP)

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## Tipsheet for Focus Area 7: GREEN EVENTS

Conferences, meetings and training events are part and parcel of your work life.

- Create an go-green-with-events awareness campaign
- Identify strengths, weaknesses and improvements to eventing

### Ideas

- Where possible hold events favouring non-travel options
- If travel is involved, consider shuttle services in preference to everyone driving to-and-from the venue
- Where possible consider video and teleconferencing as a full replacement or as part substitute to face-to-face events
- Promotion and event information should ideally be through electronic formats and websites.

### Avoid

- Paper brochures and invitations; rather email in PDF format
- Paper registration - offer online registration
- Paper folders, binders and programmes by placing info on Powerpoint at the event AND/OR
  - Produce handouts printed on two sides using recycled paper, AND
  - Using eco-friendly folders
- Plastic bottles - opt for water pitchers and cordials
- Flip charts - use dry-erase boards or other reusable visual aids
- Metal and plastic trophies - opt for one manufactured in non-hazardous, non-toxic materials
- Waste and litter at your event.

### Green your Events

### Use green venues and suppliers

- Eco-friendly venues
- Local culture and entertainment
- Gifts and promotional giveaways
- Low-impact lanyards
- Gift bags made from recycled or sustainable materials
- Reusable or recyclable signs
- Eco-friendly banners
- Digital photography
- Certificates on non-wood or recycled paper and framed in bamboo.

### Reuse/Recycle

- Name badges
- Packing materials
- Decorations
- Branded clothing
- Binders.