

Form 4.

Green checklist for retailers and offices

This checklist is a guide only. Please modify it to suit conditions at your shop or office. Use it as a starting point for ideas on making your workplace environmentally friendly and cutting costs.

Task	Implemented/comments	Date
Staff survey of current workplace practices		
Development of a green team (monthly meeting)		
Electronic copies of phone directories, white and yellow pages		
80–100% recycled paper		
80–100% recycled toilet paper and hand towels		
Appliances and equipment energy efficient (4*) <ul style="list-style-type: none"> • photocopiers • fax machines • fridges • dishwashers • microwaves 		
Energy efficiency education workshop for staff <ul style="list-style-type: none"> • switch off lights • open blinds • shut down equipment not used after hours and weekends • efficient heating/cooling systems 		
Timers installed where possible		
Computer screen savers		
Paper recycling <ul style="list-style-type: none"> • individual paper recycling boxes • centralised paper bins (at photocopier/printer) • shredder for confidential docs then recycle 		
Paper reduction <ul style="list-style-type: none"> • reuse paper for notes, drafts and internal memos as scribble pads for phone messages • use double-sided photocopying mode • noticeboards or meetings for information • email messages and information • replace thermal fax machines with plain paper fax 		
Energy efficient lighting		
Co-mingled recycling of plastic, glass, steel cans, aluminium and milk cartons		
List of preferred environmentally friendly products for purchasing		
Disposable cups, plates and cutlery phased out		

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Photocopier		
• rapid start from cold		
• standby mode		
• duplexing option		
• ability to use recycled paper		
Worm farm or composting system		
Old electrical and computer goods recycled		
AA or AAA water efficient devices installed		
• dual flush toilets		
• water efficient shower heads		
• waterwise gardens		
• automatic irrigation systems		
Workplace TravelSmart		
• carpooling		
• use of public transport		
• facilities for bike riders		
• using email, telephone and video conferencing as an alternative to travel		
• make car fleets available during work hours		
Audits (monitor and report on progress to centre management)		
Audit paper recycling		
Audit energy consumption		
Type and quantity of waste produced in the workplace		
Audit water use		
Regular inspections and maintenance of water and energy equipment		
Policies and contracts		
Set environmental targets		
Cleaning contracts include paper collection (including cardboard and phone books)		
Organise recycling into cleaning contracts		
Purchasing policy – recycled content products where possible		