**IMPLEMENT SUSTAINABLE WORKPLACE PRACTICES**

**Name |** Sustainability Check List - Easy Guide for Business Units

**Business Unit |** (insert here)

|  |  |  |  |
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| **Reduce Resource Wastage** | | |  |
| **Electricity** | | |  |
|  | **Completed √** | **To be completed (date)** | **Not Applicable** |
| Monitor electricity usage – check for peaks and changes, ecoBiz can assist with this see below for details |  |  |  |
| Check air conditioner timers – automatic switch off at 4pm in winter, 5pm in summer |  |  |  |
| Check air conditioner temperatures – most economical 23-24 degrees in summer, 21 degrees in winter |  |  |  |
| Management to consider if more efficient lighting can be used throughout the building |  |  |  |
| Switching lights off at the end of the day |  |  |  |
| Switching off lights in areas of the office only being used part of the day e.g. stationary room |  |  |  |
| Signage to remind staff to turn off lights in low use area’s e.g. stationary cupboard |  |  |  |
| Switching computers and monitors off at the end of the day |  |  |  |
| Switching off your monitor/radio if you take an hour lunch |  |  |  |
| Make sure all computers, printers and multi-function devices run at their most economical usage |  |  |  |
| Advise other tenants in the building of energy saving goals |  |  |  |
| Turn off white goods and appliances at the switch on the wall when not in use; e.g. microwave, Zip boil off over night and weekends |  |  |  |
| Advise and ask security guards, cleaners, court support and any other contracted/volunteer staff to help with the electricity saving measures, e.g. turning off waiting room televisions |  |  |  |
| Turn off unused mini fridges in rooms not in use |  |  |  |
| For super keen staff - check appliances for electricity usage – e.g. Coke machine, ecoBiz can assist with this see below for details or bring your own monitor from home. |  |  |  |

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| **Materials** | | |  |
|  | **Completed √** | **To be completed (date)** | **Not Applicable** |
| Print all documents double sided |  |  |  |
| Encourage stakeholders to be more sustainable by asking them to provide documents with double sided printing for example, create email signature block “*This office supports a sustainable future – duplex printing is acceptable practise at this office”.* |  |  |  |
| Don’t print documents unless necessary e.g. create digital invitations |  |  |  |
| Proof read your work before printing |  |  |  |
| Email agenda and minutes from meetings to staff – consider using a projector for the agenda |  |  |  |
| Management to consider buying in bulk to reduce packaging, return packing to suppliers if possible |  |  |  |
| Instead of printing emails make a file note in the database |  |  |  |
| Management to consider purchasing printers that print automatic duplex |  |  |  |
| Reduce paper wastage by switching off scanner and fax reports from multifunction devices |  |  |  |
| Write on the back of post it notes |  |  |  |
| Set your fax machine to email the business units inbox |  |  |  |
| Don’t print all of an email with 10 responses, only print page 1 for the file as only the new response on that page is required |  |  |  |
| Send all enquires and forms via email not fax |  |  |  |
| Consider using electronic diaries |  |  |  |
| Opt out of fax advertising |  |  |  |
| Interoffice envelope cover – aid in reusing envelopes |  |  |  |
| Scan and email all documents to stakeholders |  |  |  |
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| **Water** | | |  |
|  | **Completed √** | **To be completed (date)** | **Not Applicable** |
| Management to consider replacing single flush toilets with duel flush toilets |  |  |  |
| Report leaks immediately |  |  |  |
| Inform cleaners of commitment to water reduction and conservation |  |  |  |
| Ensure staff turn taps off properly |  |  |  |
| Only run a dishwasher when full |  |  |  |
| If boiling the kettle only use as much water as you personally need |  |  |  |
| Management to consider purchasing water saving appliances |  |  |  |
| **Waste** | | |  |
|  | **Completed √** | **To be completed (date)** | **Not Applicable** |
| Commence comingle recycling – glass, tin, plastic |  |  |  |
| Reuse office paper as note pads or for draft copies |  |  |  |
| Recycle toner cartridges and batteries |  |  |  |
| Inform cleaners of waste recycling system |  |  |  |
| Keep cups – using own cup for coffee |  |  |  |
| Take food scraps home for composting |  |  |  |
| **Contact Details |** | | |  |
| **ecoBiz Queensland** | | |  |
| To become an ecoBiz partner and receive free bill monitoring and free use of energy monitors call ecoBiz | | |  |
| Phone: 1300 731 988 Website: [www.cciqecobiz.com.au](http://www.cciqecobiz.com.au) | | |  |