



## SUSTAINABLE OFFICE CHECK LIST

1. Uses environmentally responsible paper and reusable printer/toner cartridges	✓
2. Uses scrap paper for all drafts and notes	✓
3. Recycles all paper waste, using the recycling bins provided at each office desk	✓
4. Sets printer default to double sided and prints more than one page per sheet	✓
5. Does <b>NOT</b> print emails unless absolutely necessary	✓
6. Ensures to turn off monitors and lights when not at desk	✓
7. Turns <b>OFF</b> all computers, screens, lights and appliances before leaving the office for the day	✓
8. Segregates all waste appropriately in the colour coded bins in each kitchen	✓
9. Uses durable cups, mugs and crockery to avoid the use of disposables	✓
10. Dresses appropriately for office temperature, avoiding the need to use heating/cooling appliances	✓

