

Green Office Checklist

RRFB Nova Scotia and the Nova Scotia

Department of Environment and Labour are pleased to provide this Green Office Checklist for your workplace. Please take a few minutes to read over the list and check off things you already do. Look at the other tips to see what else you can include in your daily routine.

Remember, together we can make a difference.

✓ Reduce
✓ Reuse

✓ Recycle
✓ Compost

✓ Recycle and Compost

- Recycle paper to save trees, and reduce pollution.
- Collect organic material for composting.
- Materials banned from disposal must be recycled (i.e. beverage containers, corrugated cardboard and newsprint).

✓ Use Less Paper

- Purchase a printer that prints two-sided documents and will accept paper with print on one side.
- Photocopy on both sides of a sheet of paper.
- E-Mail, circulate, or post memos rather than photocopying for everyone.
- Use post-it fax notes or a laminated cover sheet for faxes.
- Produce single spaced documents with narrow margins.
- Create a newspaper and magazine exchange within your office.
- Use presentation software or dry erase boards for presentations rather than flip charts.
- Use undated, erasable wall calendars.

✓ Green Attitudes

- Set-up a "Reuse Area" in your workplace for office supplies you no longer need.
- Donate old office equipment to a charity or post it on the Nova Scotia Materials Exchange www.nsmaterials.com
- Support green initiatives in your office!
- Create, read, and post environmental notices on the office bulletin board.

✓ Choose Reusables

- Use rejuvenated toner cartridges, mechanical pencils, refillable pens, refillable tape dispensers, and reusable coffee filters.
- Pack your lunch in reusable containers.
- Reuse packaging supplies. Select suppliers who use recyclable packaging.
- Try to repair broken items before discarding as garbage.
- Use reusable mugs, plates, and cutlery in your lunch room.
- Shred unrecyclable paper for packaging material.
- Buy office supplies with the Environmental Choice™ Program's EcoLogo™.
- Purchase a plain paper fax rather than a thermal paper fax. Thermal paper is non-recyclable.
- Purchase electronic equipment with the EPA Pollution Preventer Energy Star certification.

✓ Conserve Energy & Water

- Shut off all taps tightly, and report any drips to building maintenance personnel.
- Review energy and water usage regularly to identify opportunities for energy and water savings.
- Turn lights off at the end of the day.
- Turn off office equipment when not in use, especially overnight and on weekends.

Green Meeting Spec Sheet

Use this section when planning internal or external meetings and catered functions.

✓ Use These Green Choices

- Beverages in recyclable or reusable containers.
- Cream/milk in bulk containers (pitchers or cartons).
- Metal spoons or wooden stir sticks.
- Plates, bowls and cutlery that are reusable or compostable.
- Request unpackaged or fresh snacks.
- Provide separate containers for organics, recyclables and garbage.

✗ Do Not Use

- Plastic or foam plates and bowls.
- Plastic cutlery and stir sticks.
- Condiment packages.
- Plastic creamers.
- Plastic or foam cups and mugs.

Wooden toothpicks and stir sticks, as well as serviettes are acceptable compostable materials.

✓ Easy Paper Reduction

- Send notices out by e-mail.
- Print all meeting, workshop or conference materials on both sides.
- Offer phone and e-mail registration.
- Use wipe charts in place of flip charts.
- If using flip charts, use both sides.
- Use overheads or slides in place of handouts.
- Use reusable name tags.
- Provide recycling bins for paper.

✓ Travel Tips

- Use conference calls for meetings.
- Car pool to training courses and meetings.



Check out our websites for more information at:

www.rrfb.com or

www.gov.ns.ca/enla/emc/wasteman



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