



Green office checklist

Use this checklist to assess how sustainable your workspace and identify actions to improve performance. The assessment can be undertaken by an individual or team.

Education and awareness

Y N NA

After completing this checklist, present the results to your colleagues. Identify opportunities to improve performance and create a plan for action.

Include green office actions in regular team catch-ups and encourage team members to participate in the conversation.

Efficient lighting, heating and cooling

Where manual light switches are in place, ensure that lighting is switched off when spaces are not in use, especially at the end of the day.

Encourage team members to dress according to the weather to reduce dependency on heating and cooling.

Keep external windows and doors closed when heating or cooling is on.

Personal heaters should not be used. If your workspace is too hot or cool, report the issue to [Estate Management](#) or contact your building manager.

Report any faults with lighting, heating and ventilation to Estate Management via [Archibus](#) or complete the [Online Service Request Form](#).

Electronic equipment

Activate power saving settings for computers, photocopiers and other electrical equipment.

Use 'switch off' stickers to remind people to turn equipment off after use where applicable.

Saving water

Check that taps are not left running when you leave a room.

If a dishwasher is available, completely fill it before turning it on.

Any water leaks should be reported immediately to Estate Management via [Archibus](#) or the [Online Service Request Form](#).

Purchasing

Before purchasing new office furniture or equipment, check if you can source a used item from the [furniture reuse program](#) or [AdminNet](#).

If you have to buy new products, select durable, easy to maintain products made with recycled content to reduce use of natural resources.

Where goods have an energy or water star rating, choose a model with a minimum 4-star (5-star is preferred).

When purchasing office consumables, look for products that are locally-produced, have recycled content and / or have social and environmental certifications (e.g. Fairtrade, Rainforest Alliance, UTZ, certified organic).

Reducing waste

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Eliminate single-use tableware such as cups, plates and cutlery, ensuring that reusable items are provided. Provide dishwashers wherever practical.

Don't print unless absolutely necessary.

Use electronic forms and signatures wherever possible to negate the need for printing and physically signing documents.

Use the 'Review' function in Microsoft Word and other programs to edit and mark up documents instead of printing.

When printing is necessary, only print the pages or text that are needed, and print grey scale and double-sided only.

Ensure all printers are set to print grey scale and double-sided by default. Check with your admin team or [UNSW IT](#) for assistance.

Before disposing of electronic equipment, furniture or stationary items, explore reuse and donation options via [furniture reuse program](#), [AdminNet](#) or [Arc Stationary Reuse Centre](#).

Recycling

Ensure that bins are in place for paper & cardboard (blue), recycling (yellow), food (burgundy) and general waste (red). If you require additional bins, complete the [Online Service Request Form](#).

Recycle soft plastic, toner cartridges, batteries, mobile phone and e-waste as per [UNSW guidelines](#).

Travel

Choose active or public transport wherever possible to reduce congestion and air pollution. Could you walk or cycle for all or part of your commute? [More information about cycling to UNSW](#).

Use Teams and other online collaboration tools where possible to avoid unnecessary travel.

If you must travel for work in person, avoid air travel where other travel modes are practical (e.g. trip time is 4 hours or less by surface travel).

Wellbeing

Studies have shown that having plants in the workplace improves mental health and productivity. Provide living plants in office spaces.

Configure the workspace so that workstations have access to natural light where available.

Thank you for using this checklist to make your workspace more environmentally sustainable. By doing so, you are contributing to a more sustainable UNSW.

For more information about environmental sustainability at UNSW, visit sustainability.unsw.edu.au. For assistance, contact sustainability@unsw.edu.au.