

# Green Office Info Sheet



ALLIANCE  
of European  
Voluntary Service  
Organisations



## waste

→ Remember the 3 R's:  
Reduce, Reuse, Recycle

- ✓ Reduce packaging
- ✓ Use non-disposable plates, cups, bottles ...
- ✓ Use cloth towels
- ✓ Reuse single-sided copies as draft paper
- ✓ Separate waste
- ✓ Manage food quantities to avoid food waste
- ✓ Before the TM, remember to fill in the *Printed Programs Request spreadsheet*

## supplies & food

- ✓ Drink tap water
- ✓ Buy in bulk (coffee, sugar ...)
- ✓ Eat organic, seasonal and fairtrade food
- ✓ Choose local producers when preparing events and trainings
- ✓ Use environmentally friendly cleaning supplies
- ✓ Use recycled paper for printing and writing

## transport

- Commuting by bus or train can half CO<sub>2</sub> emissions in 1 year – equivalent to planting 15-20 trees
- ✓ If possible, try to reach the office by public transport, by bike or on foot
  - ✓ Take the stairs instead of elevators – that saves energy and keeps you fit
  - ✓ Use the Alliance *Sustainable Transport info sheet* and share it with your volunteers

## heating & cooling

→ In summer the recommended difference between internal and external temperature should not exceed 7 °C

- ✓ Close the windows when air conditioning or heating are turned on ...
- ✓ ... but air the rooms regularly
- ✓ Switch off heating and cooling after work
- ✓ Make sure radiators and ventilation are not covered by furniture

## lights



- ✓ Use natural light as much as possible
- ✓ Use LED
- ✓ Switch off the lights when leaving the room
- ✓ Install movement sensors or timer switches in areas that are not often used

## electrical devices

- ✓ Switch off all equipment when not in use
- ✓ Turn off the computer screen during lunch break or meetings
- ✓ Use energy-saving functions (like automatic standby)
- ✓ Think before you print
- ✓ Set your printer's default settings to double side and black/white

