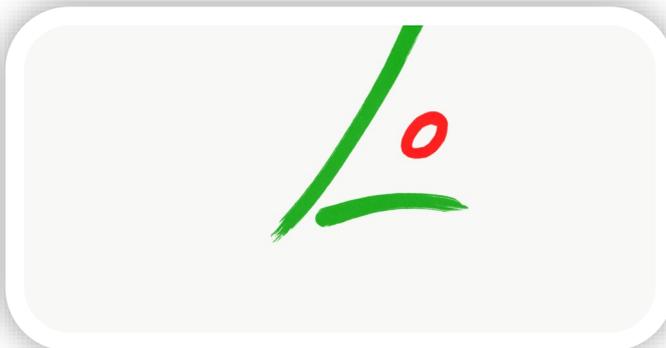
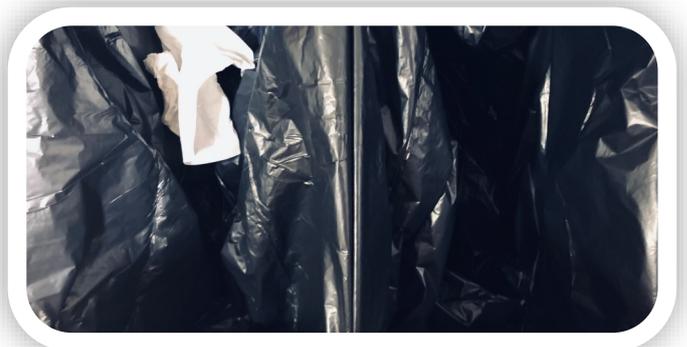


AmCham Sustainable Office

CHECKLIST





Sustainable Office Checklist

Status



Area

General. Think of the whole cycle of used materials. Sustainable business—think in a broader picture. Measured by...

Target

- 15% yoy

Tips.

- 1) Be aware of the whole cycle of used materials—where the waste go, how many times you can use it -according to that decide which materials to use.
- 2) Think in a bigger picture—how to sustain your business so that all elements are present? (people, workplace, customers, supply chain, impact).
- 3) Educate staff. Upskill.
- 4) Educate facility managers and cleaning ladies.
- 5) Use community gardens.
- 6) Use eco-friendly cleaning products.
- 7) Compost biowaste instead of using a garbage disposal.
- 8) Introduce dashboards with your current corporate footage.
- 9) Enhance employees engagement & personal responsibility.
- 10) Introduce more green areas, enhance connection with nature.
- 11) Support planting trees & similar activities.



Sustainable Office Checklist

Status



Area

Water. Reduce per employee consumption of water through smarter and usage. Measured by total water consumption/ number of employees.

Target

- 15% yoy

Tips.

- 1) Fit faucets with aerator filters that mix waterflow with air to create mist.
- 2) Replace washers and seals on plumbing annually, and check regularly for leaks.
- 3) Find a use for unused drinking or tap water from meetings.
- 4) Replace any regular flow toilets with low-flow toilets.
- 5) Replace dishwashers with more efficient models and wash only when full.
- 6) Sweep instead of using pressure washers.
- 7) Install rainwater tanks for tending plants.
- 8) Use rain water for toilets.



Sustainable Office Checklist

Status



Area

Energy. Reduce per employee consumption of energy through smarter devices and usage. Measured by total energy consumption/ number of employees.

Target

- 15% yoy

Tips.

- 1) Turn off monitor and shut down computer at night, or when you leave for more than one hour.
- 2) Use low energy light.
- 3) Turn off lighting when daylight suffices.
- 4) Introduce different lighting modes.
- 5) Unplug idle electronics and/or use a power strip to ensure that idle devices do not continue to draw electricity.
- 6) Reduce heating by 1 degree. Avoid using your own heater.
- 7) If you use air conditioner, set it at 4 degrees below external temperature.
- 8) During summer, ventilate office during cooler hours, and keep blinds closed during the day. Do not use lights that generate heat.
- 9) Create an afterhours temperature program for the office to reduce heating or air conditioning use.
- 10) Keep workstations away from windows. or external walls.
- 11) Buy green power—be an example also for your supply chain.
- 12) Single turn-off button when leaving the room .

Sustainable Office Checklist



Status



Area

Paper. Reduce per employee consumption of paper through smarter devices and usage. Measured by total paper consumption/ number of employees.

Target

- 15% yoy

Tips.

- 1) Reduce the margins on your documents.
- 2) Motivate to go paperless.
- 3) Print in black & white instead of color when possible. If your printer has draft or reduced ink settings, use them for all internal documents.
- 4) Print on both sides of the paper.
- 5) Use old documents as scrap paper for taking notes.
- 6) Shift your publications online.
- 7) Reuse envelopes and other packing material.
- 8) Shred and reuse used paper as packing material.
- 9) Buy chlorine-free paper with high recycled content– or paper made from organic cotton, hemp or bamboo.
- 10) Distribute memos via email and store office manuals online.
- 11) Switch from paper towels to air dryers in bathroom.

Sustainable Office Checklist



Status



Area

Plastic. Reduce per employee consumption of plastic through smarter devices and usage. Measured by total plastic consumption/ number of employees.

Target

- 15% yoy

Tips.

- 1) Reduce disposable plastic.
- 2) Recycle. Be aware which plastic can be reused.
- 3) Actively search for ways how can be reuse the plastic produced by your company or your supply chain.
- 4) Replace with other materials.
- 5) Switch to porcelain, thermo or travel cups/mugs by your coffee machines.
- 6) Be aware of bigger plastics as carpets etc. Find a way how to recycle or reuse them.



Sustainable Office Checklist

Status



Area

Traffic. Reduce per employee use of private commutes through public transport and smarter use. Measured by

Target

- 15% yoy

Tips.

- 1) Encourage employees to use public transport for company business by giving them a share of the savings.
- 2) Shift car fleet to hybrid cars.
- 3) Request hybrid or electric cars from taxi service.
- 4) Convert some of your car parking spaces to bike parking.
- 5) Support going to work by bike.
- 6) Create carpool clubs for employees.
- 7) Support alternative schedules for people travelling long distances to work that allow them to work longer hours in exchange for working fewer days a week in the office.
- 8) Support home-office.
- 9) Introduce reduction targets for CO2 emissions.



Sustainable Office Checklist

Status



Area

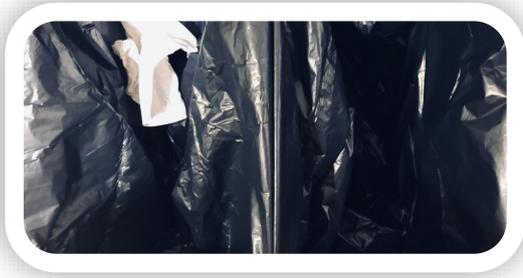
Electronics. Reduce the wasteful use of electronic equipment. Measured by ...

Target

- 15% yoy

Tips.

- 1) Sell, donate or recycle/refit old electronics instead of leaving them on shelves.
- 2) Unplug your device from its recharger before it is 100% recharged to extend the life of its battery.
- 3) Delete unused files and old emails weekly or monthly to save storage space, which reduces the strain on your device.
- 4) Store data online (in the cloud).
- 5) Make energy efficiency ratings a high priority when purchasing new devices.
- 6) Buy smaller monitors.
- 7) Buy more efficient laptops instead of desktops.
- 8) Collect back old electronics from your employees and customers. Recycle.



Sustainable Office Checklist

Status



Area

Office waste. Reduce waste through recycling. Measured by

Target

- 15% yoy

Tips.

- 1) Eliminate individual garbage containers at desk, and introduce waste containers for each recyclable category for each office.
- 2) Unplug your device from its recharger before it is 100% recharged to extend the life of its battery.
- 3) Delete unused files and old emails weekly or monthly to save storage space, which reduces the strain on your device.
- 4) Store data online (in the cloud).
- 5) Make energy efficiency ratings a high priority when purchasing new devices.
- 6) Introduce recycling targets, measure your ecological footprint.
- 7) Search for companies that can reuse your waste.
- 8) Prefer local materials and suppliers.
- 9) Prefer one component materials.
- 10) Ask within your supply chain how they handle the waste.
- 11) Go to have a look how the waste is exactly processed.



Sustainable Office Checklist

Status



Area

Office celebrations. Reduce waste through giving green gifts. Measured by ...

Target

- 15% yoy

Tips.

- 1) Hire green caterers and event organizers for office events.
- 2) Gift the planting of a tree for office anniversaries.
- 3) Send e-cards instead of printed cards for your general holiday mailings.
- 4) Avoid greenwashing.