

Offices Action Plan					
Category	Sustainable Idea	Could this work for you?	Action Required	Owner?	Complete?
Management	Make sure all staff and visitors are inducted in sustainability policies, including switching off lighting and heating, waste, food etc.				
	Make sure all staff and visitors are aware of sustainable travel options.				
Lighting and Power	Lighting should be LED, with movement sensors or other controls to avoid lighting unoccupied spaces. Make sure plans are in place to upgrade lighting which doesn't meet this standard.				
	If you don't have automatic controls, post signs reminding staff to turn off lighting and electronics when they are not in use.				
	Encourage staff to switch off computers when not in use. If possible, install automatic switch-off software.				
Heating and Ventilation	Use natural ventilation where possible. Ensure mechanical heating / air-conditioning systems are set up efficiently.				
	Set heating controls for reduced temperatures during low-occupancy periods.				
Coffee breaks and food	Source food from sustainable sources with minimal packaging.				
	Ensure clearly-labelled food streaming to minimise contamination.				
	Eliminate single-use items. Encourage staff and visitors to bring their own coffee and meals, in reusable containers.				
	Send food waste to food banks.				
	Replace aging fridges with low-energy alternatives. Consider a shared fridge, rather than separate fridges in each dressing room.				
Waste	Water stations allowing refills will minimise single use plastics.				
	Follow the Waste Ideas Toolkit to ensure sustainable management of waste.				
Printing and Digital	Follow Toolkit guidance for Paper and Printing.				
	Follow Toolkit guidance for Digital Management.				
Equipment	Ensure regular maintenance of equipment.				
	Replace obsolete equipment with low energy alternatives.				