

# Tips for a green office

## Reduce energy use

By reducing energy use and using resources more efficiently, we can all help to lower costs and reduce our emissions.

- Turn off screensavers and set your computer monitors to go to sleep after a set time.
- Turn off computers when you're finished.
- Turn off lights and equipment at the power point when not in use.
- Consider removing some ceiling lightbulbs in areas with good natural light.
- Take the stairs! This means less energy used for the lifts and some incidental exercise built into your day.

## Reduce waste

- Set your printer and photocopier defaults to print double-sided and in black and white, not colour.
- Re-use or recycle waste paper, cardboard and packaging. You can make notepads out of scrap paper for internal notes.
- Recycle used printer cartridges through Planet Ark.
- Recycle your take-away lunch containers or, better still, bring your own.
- Remember to use your eco-friendly reusable cup for take-away coffee.
- Purchase recycled paper, re-usable pens and refills, and other green stationery items.
- Buy items in bulk to reduce packaging.

## Transport and travel

Greenhouse gas emissions from the transport sector are a major contributor to Tasmania's total greenhouse gas emissions.

- Where possible, use phone or video-conferencing rather than driving or flying to meetings.
- If you have to fly, offset your carbon emissions.
- Instead of driving, use public transport, ride a bike, or walk all or part of the way.
- Give your friends or co-workers a lift. Car-pooling saves fuel, money and reduces greenhouse gas emissions, as well as reducing the number of cars on the road.
- Drive smarter. How you drive your car affects its fuel consumption and the amount of greenhouse gas emissions it produces. Abrupt acceleration and braking can use up to 30 per cent more fuel. Changing gears sooner, at a lower rpm can also reduce your fuel consumption by up to 15 per cent.

## Go green - literally!

Make your office green with plants. They absorb airborne pollutants, help to reduce noise and stress, and improve wellbeing.

For more information, visit the Renewables, Climate and Future Industries Tasmania website at [www.recfit.tas.gov.au](http://www.recfit.tas.gov.au).