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A 'Green Housekeeping' Policy

Different pages on this website will guide you on developing an environmental policy and a Sustainable Development Action Plan. But you may also benefit from having a clear 'Green Housekeeping' policy.

This is a simpler document that sets out the key issues that your organisation will take on a day-to-day basis. You may wish to display this on the wall as an ongoing reminder.

The exact nature of such a document will depend on your circumstances and what your office is doing on these issues, but this outline might help you get started.

Our 'Green Housekeeping' policy

Our organisation has an agreed environmental / sustainable development policy and plan. To help us reach the goals set out in that plan there are steps that everyone in the office can take as part of our everyday work.

1. Let's cut the waste!

Waste costs us money that could be spent on all the things we're here for. So let's cut waste.

Saving Energy

We will do this by:

- Switching off computers when we're not using them for any long period (including going out for lunch)
- Switching off lights in any room we're leaving empty
- Switching off heating, computers, lights, copiers, printers at the end of the day – last person in the office will check this is done.
- Keeping the heating at a sensible level – 21°C is what we've agreed
- Only use air conditioning when we really need to

Saving other resources

We will look to cut waste in all our work. As a starter we will

- Use both sides of sheets of papers
- Set the copier to do double sided as standard
- Not print emails etc. unless we need to
- Agree who'll print materials for meetings etc. to avoid duplication

Recycling materials we've used

We will recycle where we can:

- Office paper goes in to the office collection system
- Cans go in the collection
- Waste food (not meat) goes in the office compost system
- We'll take our waste that we can't recycle here home to our own recycling points

2. **Let's do the right thing!**

Acting ethically

We will:

- use fair trade tea, coffee and biscuits as standard
- look to support local traders and businesses
- keep to our agreed green purchasing policy and check before we buy

Getting around

We will:

- Use public transport and walking wherever possible when working for our organisation
- Encourage cycling and make sure the cycle parking area is safe and tidy
- Let visitors know how to get to the office by public transport

Spreading the word

We will encourage other people to do what we're doing.