Going
Green

A green office essentially means you are actively reducing your electricity and heating usage and enabling recycling to take place, minimising your wastage of these commodities. ie reducing your carbon footprint. Whether you are a small or large business, below are our top 10 tips of how best to "go green".

1 PC's
Turn off your monitors and put your PC's on standby or off at the end of the day

2 Lighting
Switch off lights in empty offices and at the end of the day

3 Heating
The most efficient temperature to keep your thermostat at is 19 C. Each degree you increase your thermostats by will increase your heating bill by approximately 8%

4 Radiators
Leave plenty of space around radiators, if you put office equipment or furniture near the radiators it will have to work harder to heat the room, therefore increasing your energy output/ usage

5 Electricity
Turn off printers, photocopiers or any electric office equipment at the end of the day

6 Recycling
Recycle everything possible, including paper and printer toners. There are many independent companies offering recycling facilities for the office and they will do a weekly pick up. Or simply ask your managing agent

7 Paper
Make sure you print on both sides of paper, use 1 sided printed sheets as scrap paper

8 Go Paperless
Make it a habit to think before you print, if you can read something online, don't print it unless you have to

9 Cleaning & Plants
Try to use non toxic cleaning products. You can brighten up your office space by having plants, these also absorb indoor pollution and some will oxygenate the air as well

10 Transportation to and from the office
Try walking and cycling and if neither appeal then at least try to avoid taxis and use public transport where possible

In order to conduct a thorough analysis of your offices environmental performance, please visit the following link www.breeam.org/offices. BREEAM (Building Research Establishment Environmental Assessment Method) is the world's longest established and most widely used environmental assessment method for buildings.

It sets the standard for best practice in sustainable design and has become the most commonly adopted measure used to describe a building's environmental performance. Credits are awarded in eight categories according to performance. These credits are then added together to produce a single overall score on a scale of Pass, Good, Very Good and Excellent.