A large, light green recycling symbol (three chasing arrows forming a triangle) is centered on a circular background. The symbol is surrounded by a decorative border of small, light green diamonds. The background is a solid green color with faint, larger-scale patterns of diamonds and circles.

Guide to a Cleaner & Greener Office

A background image of a green branch with several leaves, set against a light green gradient. The text is overlaid on this image.

Want a **reliable,**
environmentally-friendly
and **efficient** cleaning &
recycling service for your
office?

Table of Contents

The Importance Of Having A Green Office	Pg. 4
6 Easy Changes to Make Your Office Greener	Pg. 6
Free Bonus Checklist	Pg. 8
Product Spotlight: Green Cleaning Products	Pg.10
Conclusion	Pg. 12

The Importance Of Having a Green Office

Being green is important in this day and age, but just how much are people taking care of the environment in their offices?

A survey conducted by the *Office Coffee Company*, which recorded responses from 500 staff in offices with 50+ employees in London and the South West, showed that people in the workplace aren't actually paying that much attention to do their part when it comes to corporate social responsibility.

In terms of statistics, more than half of businesses surveyed said their office could do more to be environmentally friendly, 65% to be exact. Only 27% of respondents said that their company was doing everything it could to be environmentally friendly and a further 8% said that their office made no effort at all.

While the survey showed that many offices appear to be meeting basic targets, such as switching off lights and recycling paper, cardboard and food/drink packaging, it uncovered what the *Office Coffee Company* defined as "a surprising lack of support" for purchasing from suppliers with green credentials.

Just 25% of respondents said that their company thinks that green procurement is important.

Of particular interest was the finding that recycling of food waste is not particularly high in offices. Coffee grounds are one product that is not widely recycled, with hundreds of thousands of tons of coffee waste produced each year in the London area alone.

Did you know...

Commercial buildings use nearly 40% of these energy resources regularly, almost as much as residences, even though residences outnumber commercial buildings 23 to 1!

In London there are 3 million rubbish collections from businesses per day





6 Easy Changes to Make Your Office Greener

1. Your bin area – Reduce, Reuse, Recycle, the three words you should live by. Reduce by consciously making an effort to produce less waste. When it comes to reusing, you could take steps such as start collecting used postage stamps from staff and donate them to a charitable reuse scheme (such as RNIB's stamp scheme). Recycle all of your used printer and/or toner cartridges and keep a log of the numbers and dates sent. In order to encourage staff to recycle, make sure that there are enough paper recycling bins throughout the office for all staff to easily recycle their waste paper.

2. Reusable pens - Consider stocking the office with reusable pens and stock the supplies cupboard only with refills for these pens. This actually turns out to be cheaper in the long run for the business and these pens are usually much nicer to use. You can even make the pen game fun by putting each

London's Waste

With 900K businesses in London and 1.6 million bins between them, there are 3 million plus daily collections!
Waste production is much higher than it should be.

employee's name on theirs. If they leave it lying around where it shouldn't be, another employee can snag points for "stealing" their pen!

3. The air - Buying a plant for your office will help purify the air and provide a bit more oxygen. According to Leigh Stringer, author of "The Green Workplace", plants will not only absorb organic compounds and carbon dioxide, they're also hugely psychologically restorative and will help you make the office more attractive and a more positive working environment.

4. Your computer - Adjust your computer settings. "The energy consumption in offices is really high with the equipment running all the time," Doucette says. A 30-second step that can help make a difference? Set your computer to go to "sleep" after five minutes, and always shut it down when you leave for the day.

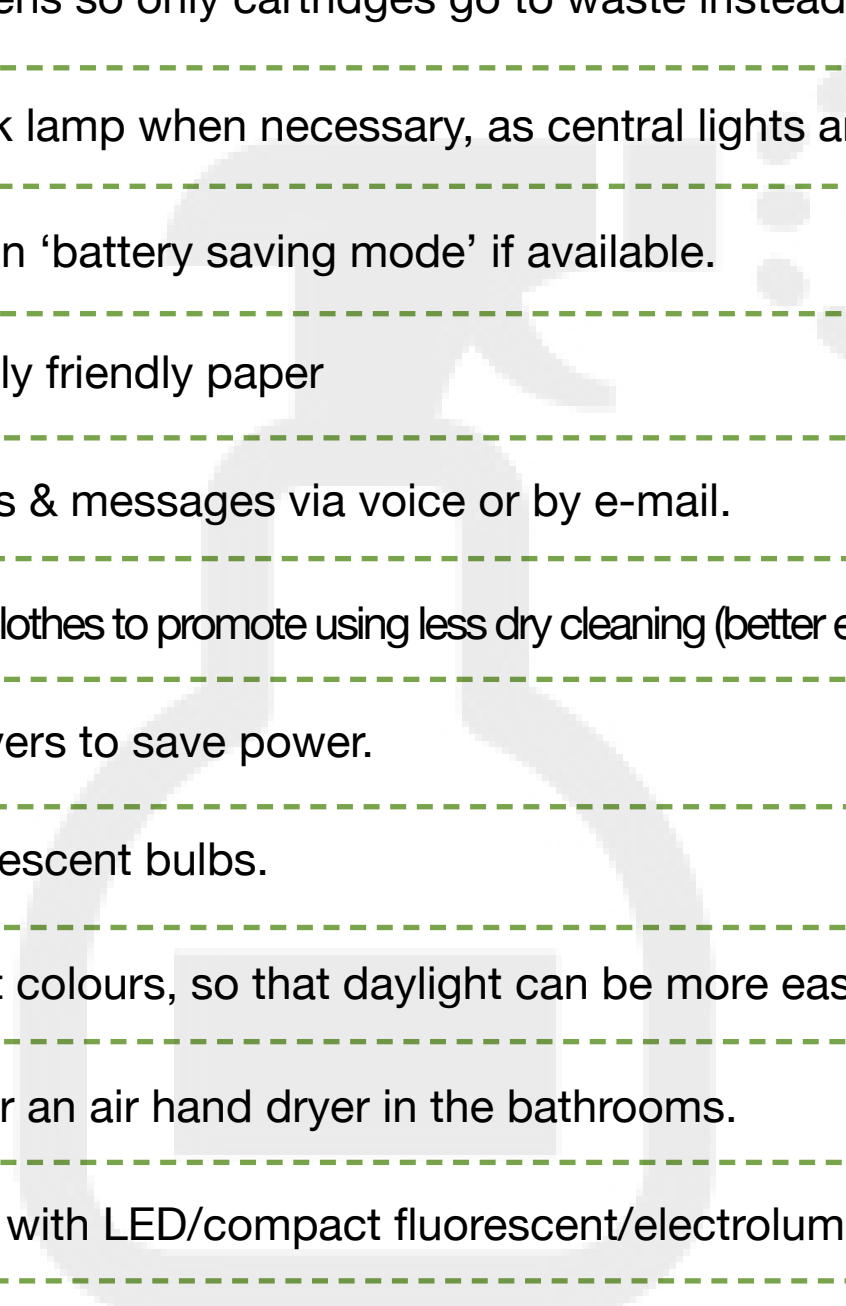
5. The bathroom - Small changes can make the biggest difference when it comes to the bathroom. You can buy toilet paper that is made of recycled paper, and use washable towels to dry your hands instead of wasting loads of paper. Finally, to clean your toilet why not throw in some white wine vinegar? Vinegar is a mild acid, it disinfects, eliminates odours, and is extremely safe for you and the environment.

6. Choose the right cleaning contractor - If your office, like many others in London, hires a cleaning contractor to take care of your premises, make sure you choose one that is environmentally-friendly. Cleaning contractors like Green Facilities Management, can also take care of all your facilities management, helping you with your recycling and the general supply of green products in order to help you reduce your carbon footprint.

Checklist

Things you can do to make your office green

- Put up a sign by the printer making people think twice before printing.
- Put the printer on collated (double-sided) mode.
- Turn off the lights when room is not in use.
- On sunny days, open up the windows and use natural light instead of electricity.
- Bring your lunch to work in a tupperware reuseable container.
- Use a reuseable fork and knife instead of creating additional waste.
- In the summer try to open doors and windows instead of using air conditioning.
- In the winter try to bundle up, so you don't need to use the heating.
- Recycle unused paper, cut it in half, fold it over, and making a scrap 'to do' notebook
- Recycle in general, use different bins to separate your garbage.
- Use green cleaning products.

- 
- Stock reusable pens so only cartridges go to waste instead of a whole pen.
 - Only use your desk lamp when necessary, as central lights are likely on.
 - Keep electronics on 'battery saving mode' if available.
 - Buy environmentally friendly paper
 - Send office memos & messages via voice or by e-mail.
 - Go casual with your clothes to promote using less dry cleaning (better environment, health & finances)
 - Disable screen savers to save power.
 - Use compact fluorescent bulbs.
 - Decorate with light colours, so that daylight can be more easily reflected off the walls.
 - Use cloth towels or an air hand dryer in the bathrooms.
 - Replace exit signs with LED/compact fluorescent/electroluminescent exit signs.
 - Select products with the least packaging and/or with easily recyclable packaging.
 - Go green - Literally, get plants! They absorb airborne pollutants & emit healthy oxygen.

Product spotlight: Green Cleaning Products



There are so many different cleaning products out there, so how do you know which ones are best? The ones that do their job, and are healthy for you as well as your environment.

Cleaner surfaces stay cleaner longer as the cleaner the surface the harder it is for dirt or bacteria and other organisms to adhere to it.

Green Facilities is one of the few companies that uses products from Oleonix, who are innovative formulators and manufacturers of eco-safe cleaning products, using ingredients designed not to damage human health or environmental quality.

The reason why we chose this particular product is that the chemistry behind the Oleonix range utilises micriolysis whereby the active agents penetrate through the surface tension and penetrate to the core of dirt to break the

Spotlight

Oleonix FM100 Foamer Patented designed 1 litre foamer enables high volume of foam for cleaning vertical surfaces and heavily soiled equipment. When used with the concentrate diluted at 10:1 this professional grade foamer allows sufficient foam cling to maximise cleaning efficiency.



bonds, holding the dirt to whatever the surface is. The released dirt is then easily removed by flushing, rinsing, suction, extraction or microfibre absorption-extraction leaving surfaces so clean they resist the build-up of fresh dirt. Because more dirt is removed, super-clean surfaces are achieved without the use of biocides. A better solution is for the environment and you.

Whatever product or brand you choose to go for, or your cleaning contractors suggest using, make sure

it's totally safe and it will not harm in any ways humans, animals, produce, equipment... or the environment!

If you want to start using the products by Oleonix, get in touch with Green Facilities, www.greenfacilities.co.uk



Spotlight

Oleonix Disinfectant Cleaner Concentrate Meets new EU quat Maximum Residue Levels for food contact surfaces. Combines all the cleaning efficacy of Oleonix Full Spectrum cleaner with an approved biocide to provide exceptional cleaning and disinfecting in one process.

Conclusion

Reducing your office's carbon footprint and making it greener is crucial for the future of the planet and the new generations. If every office in a big city like London did their part, it would help immensely in improving the current environmental situation.

We at Green FM know that very well, and that is why we are committed in being the number one green cleaning solution in London. Some of the reasons why we are so good at what we do and our clients' list is growing by the day is that we are ISO 9001 (quality management system) and ISO 14001 (environmental policy) certified, we are a "one-stop-shop" for all cleaning and recycling needs and have over 20 years of experience in the industry. Additionally, we are a very ethical cleaning company, and we are part of the Living Wage Foundation.

We hope you have enjoyed our guide and that you have learned a bit more about the importance of going green, plus some tips on how to do that. Remember to always take care of yourself, your employees and the environment... it's a no brainer!



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