

# OFFICE SUSTAINABLE CHECKLIST

**Instructions:** (Please do not print) Use this checklist in Adobe to assess how sustainable your workspace is. Work individually or as a team to identify opportunities to become more sustainable in your work environment or work practices. Share your sustainability journey or progress by emailing out [sustainability.goldcoast@tafeqld.edu.au](mailto:sustainability.goldcoast@tafeqld.edu.au)

## Sustainability education and awareness Y N NA

Complete this checklist share the results with your colleagues. Identify ways you can improve and create a plan to be more sustainable at your workspace

During team meetings include green office agenda items to encourage team members to participate in the sustainability conversation.

## Efficient use of lighting, heating and cooling Y N NA

Turn off manual light switches to ensure that lighting is switched off when spaces are not in use, especially when you leave for the day.

Avoid using air conditioning if you can. Maintain temp at 24deg. Dress according to the weather to reduce dependency on heating and cooling.

Keep doors and windows closed when the air conditioning or heating is on.

Personal heaters are not to be used in the office. Report any issues with cooling or heating to the Property & Facilities department ([Archibus](#))

Report any faults with lighting, heating and ventilation to the Property and Facilities Team ([Archibus](#))

## Usage of equipment & devices Y N NA

Turn on device settings for computers, photocopiers and other electrical equipment to power saving mode.

Remind others in the workplace to turn equipment off or place in power saving mode where applicable.

## Be conscious of saving water Y N NA

Avoid running taps for longer than necessary. Report dripping taps immediately. ([Archibus](#))

Use the dishwasher if available, make sure it's completely full before turning it on. Use Eco setting as standard wash cycle

Any water leaks should be reported immediately to the building manager. ([Archibus](#))

## Social and environmental purchasing Y N NA

Before purchasing new office furniture or equipment, check with Property and Facilities team if you can source a used item.

If you have to buy new products made with recycled materials to reduce use of natural resources. Choose durable products easy to maintain.

Only choose what goods that have energy or water star rating of 4-star or more (5-star is preferred).

Purchase office consumables that are made from recycled materials or have social and environmental certifications. (e.g. Fairtrade, Rainforest Alliance, UTZ, certified organic) Preference local suppliers if possible.

## Reducing waste to landfill Y N NA

Avoid single-use items such as disposable cups, plates and cutlery. Use items that can be washed and reused.

Avoid printing unless absolutely necessary.

When printing is necessary print in gray scale and double sided. Only print the required text or documents needed.

Use the 'Review' function in Adobe, Microsoft Word and other programs instead of printing and marking up.

Use Electronic forms and signatures rather than printing and signing hard copies.

Ensure all printers are set to print grey scale and double-sided by default.

Before disposing of electronic equipment, furniture or stationary items, explore reuse and donation options.

Reuse building material for training if possible rather than disposing and buying new products.

## Waste recycling Y N NA

Read carefully bin signage to dispose of waste in correct bins. Container Recycling (blue), comingle recycling (yellow), food (green) and general waste (red)

Contact Property and Facilities team for assistance to recycle products like plastic, toner cartridges, batteries, mobile phone, metals and e-waste.

## Commuting and travel Y N NA

If your able, take public transport, walk, cycle or scooter for all or part of your commute. Make use of the campus end of trip amenities, lockers and bike storage. If you're unsure of where they are located, contact the Property and Facilities team or refer to our maps (link)

If you must travel for work in person, avoid air travel where other travel modes are practical (e.g. trip time is 4 hours or less by surface travel).

## Wellbeing Y N NA

Studies have shown that having plants in the workplace improves mental health and productivity. Provide living plants in office spaces.

Configure the workspace so that workstations have access to natural light where available.

## Meet sustainably Y N NA

Use Teams or Zoom and other online collaboration tools where possible to avoid unnecessary travel to meetings.

