

YOUR 8 POINT CARBON FOOTPRINT CHECKLIST

It isn't difficult to reduce your company's carbon footprint and drastically reduce your bills at the same time. With just a few tweaks and changes to your existing habits, you'll be making a big difference to the environment. Here are 8 simple ways you can cut down your energy consumption:

1. **Recycling:** Use a shredding company to destroy and recycle all used paper products including disks, cups and packaging (which will also protect you from ID theft) and find out if they will plant trees on your behalf. Find out if they will also recycle or refill your ink toners and cartridges. Reuse plastic cups or better still encourage people to use and refill their own glass or mug.
2. **Equipment:** Check for energy saving modes or standby options on computers, faxes, printers, copiers and coffee machines. When purchasing or leasing new equipment, look for the Energy Saving Recommended products. And, make tea and coffee at the same time – avoid using the kettle for one drink!
3. **Lighting:** Switch off lights during daylight hours when the light is sufficient. Turn off lights in rest areas, meeting rooms and bathrooms when not in use. Use movement sensor lighting for external areas rather than leaving security lights on continuously.
4. **Water:** Stop taps dripping in kitchens and bathrooms. Check and repair leaking pipes. Reduce the frequency of washing up and make sure the dishwasher is used efficiently.
5. **Heating:** Check for air leaks and draughts. These may be putting more pressure on your air conditioning or heating systems. Turn down the thermostat by just 1 degree centigrade if you can. This small change can save a huge 10% on your annual fuel bill and reduce CO2 emissions considerably.
6. **Transport:** Use company cars and air travel less for business meetings. Look for alternative methods of communicating or try to group several meetings together in the same area on the same day. Purchase or lease more efficient, eco-friendly company cars, which have the added benefit of lower fuel, insurance and tax costs.
7. **Electricity:** Switch to a Green Electricity provider. These companies source or generate carbon neutral power through alternative means such as solar, wind-power or geothermal, which lower CO2 emissions significantly.
8. **Ask staff for ideas.** Walk around the office and look for ways you could save energy and prevent duplication. Look at your meter throughout the day – when are the peak energy times? What can be done to reduce it?

To find out more about paper recycling and shredding in your area, contact the friendly team at Shred Secure on 01908 562504.