

Take the 15 Day Challenge and you're on your way to Greening Your Business!

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<p>RECYCLE</p> <p>Install a second bin in the tearoom for recyclables (aluminium cans, cardboard containers, etc.). Go to www.sustainability.vic.gov.au/www/html/1926-office-signage.asp to download signs for bins.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>SAVE ENERGY</p> <p>Set up your heating and cooling thermostats correctly – 18-20°C for winter heating and 26°C for summer cooling.</p> <p>Work out which rooms are not used regularly and make sure doors are kept closed to save heating/cooling.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>REDUCE USAGE</p> <p>Create a tray or box for paper that has only been printed on one side – use it for rough notes, printing from the internet, etc.</p> <p>If your printer has the option for double sided printing, learn how to use it and teach other staff.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>USE RECYCLED PRODUCTS</p> <p>Check whether your printer paper is made from recycled materials, and if not, change future ordering so that only recycled paper is purchased.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>SAVE WATER & ENERGY</p> <p>Fill your kettle with only as much water as you need.</p> <p>Urn users – turn the thermostat down to the minimum required for hot water and install a timer between the plug and the power point to ensure it switches off when not needed.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>
Week 2	<p>REDUCE USAGE</p> <p>Put a stock of glasses or reusable plastic cups next to your water filter instead of disposable ones.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>SAVE ENERGY</p> <p>Switch off lights in rooms not being used, such as store rooms, meeting rooms, unused offices, etc. Put up reminders near exit doors so staff remember to turn off lights as they leave.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>SAVE ENERGY</p> <p>Stock up on low energy globes so they are ready to replace current ones when they blow. If you order globes in bulk, make sure the order is for low energy globes instead of incandescent ones.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>SAVE WATER</p> <p>Check all taps and arrange to get any leaking ones fixed.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>SAVE WATER & ENERGY</p> <p>Check the thermostat setting on your hot water system and if necessary reduce it to 'medium' or 'low'. If you only use water to wash hands and fill the kettle, do you need the hot water system on at all?</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>
Week 3	<p>SAVE ENERGY</p> <p>Encourage staff to turn monitors off when they are away from their desks.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>SAVE WATER & ENERGY</p> <p>Contact your electricity retailer to find out about buying GreenPower for your business.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>SAVE ENERGY</p> <p>Ensure staff turn off computer equipment and lights at the end of the day. Configure printers/ photocopiers to switch into stand-by mode when not in use.</p> <p>Use timers if necessary to turn off equipment, or designate someone responsible for checking everything is switched off at the end of the day.</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>USE RECYCLED PRODUCTS</p> <p>Check whether your printers can use recycled ink/toner cartridges. If it can, remove ink/toner from your standard ordering and arrange to purchase recycled ones (see the GreenYourBusiness product and services directory for local cartridge suppliers).</p> <p style="text-align: right;">DONE <input type="checkbox"/></p>	<p>TELL US ABOUT IT</p> <p>Contact GreenYourBusiness and let us know how you went: seip@accessemployment.com.au</p> <p style="text-align: right;">DONE <input type="checkbox"/></p> <p>CONGRATULATIONS - YOU DID IT!</p> <p>TAKE THE NEXT STEP</p> <p>Look into signing up to become a Waste Wise business. More info at www.sustainability.vic.gov.au.</p>

For more information, tips and ideas go to www.greenyourbusiness.org.au Don't forget to let us know how you went!