



## Resources for Best Practices in Creating a Sustainable Office for a Business

Last Updated September 4, 2007

Note: These are not listed in any particular order. Your feedback on the relative value of these would be greatly appreciated. Please look for future updates on our website.

10 Ways to Promote Sustainability at the Office

[www.smed.org](http://www.smed.org)

Go to bottom of home page and click on link of same name.

Green Office Guide:

[www.environment.gov.au/settlements/publications/government/purchasing/green-office-guide/index.html](http://www.environment.gov.au/settlements/publications/government/purchasing/green-office-guide/index.html)

This is the combined efforts of several Australian and New Zealand agencies. Go to the site and click on download as a PDF file.

A Checklist for Office Sustainability

[www.p2pays.org/ref/05/04040.pdf](http://www.p2pays.org/ref/05/04040.pdf)

Created by the North Carolina Department of Environment and Natural Resources, Division of Pollution Prevention and Environment Assistance

2007 Green 50 – 12 Steps to Develop a Green Outsourcing Initiative

[www.blackbookofoutsourcing.com](http://www.blackbookofoutsourcing.com)

Go to the bottom of the page and click on The Black Book Green 50. Enter your name and email and will be sent to you immediately. Go to page 5 for the list

Green Office Guide

[http://www.egeneration.co.uk/centre/modules/green\\_office/](http://www.egeneration.co.uk/centre/modules/green_office/)

An interactive guide by Egeneration. Click on a component in the office picture to learn best practices. (This site is also good for other best practices.)

Greening the EPA

<http://www.epa.gov/oaintrnt/practices/supplies.htm>

Includes documents with guidelines on the various aspects of greening the EPA's own offices and laboratories

SFU Sustainable Campus Coalition's Green Practice Guide

<http://www.epa.gov/oaintrnt/practices/supplies.htm>

This PDF includes some of the periphery functions of an office, including transportation, cleaning, energy, etc. Each section has an additional resource section.

National Park Services Green Janitorial Products and Practices Guide

[http://www.fedcenter.gov/Bookmarks/index.cfm?id=763&pge\\_prg\\_id=0&pge\\_id=0](http://www.fedcenter.gov/Bookmarks/index.cfm?id=763&pge_prg_id=0&pge_id=0)

This will take you to a Federal.gov page where you can click on the link of same name above to get the PDF file.

Sustainable Office Design Checklist

[www.morganlovell.co.uk/downloads/SustainableChecklist.pdf](http://www.morganlovell.co.uk/downloads/SustainableChecklist.pdf)

Morgan Lovell provides a handy checklist for sustainability factors in designing a new or renovated office space.

Haworth Annual Report

<http://www.haworth.com/Brix?pageID=1095>

Go to this page and click on 2006 Sustainability Report

This is an example of 'green' transparent reporting on a green business that just happens to do green office designs, so there is a lot here that can be used as guidelines. You can check out the rest of the site as well.

Sample Job Description for a Sustainability Officer

[www.aashe.org/resources/pdf/uccs\\_sustainability\\_officer.pdf](http://www.aashe.org/resources/pdf/uccs_sustainability_officer.pdf)

This is not only usable as is, but also gives a clear picture of the scope of the mission.

Melbourne Airport Community Contribution

[www.melbourneairport.com.au/about\\_airport/community\\_contribution.asp](http://www.melbourneairport.com.au/about_airport/community_contribution.asp)

This is a good example of business contributing to the community that is also good for business.

Best Practices in Employee Volunteerism

<http://www.servicleader.org/new/managers/2004/06/000245.php>

There are several sections to this with some good guidelines. Close alignment in community ventures can be very good for the business and the community.

Greening the Office Online Audit

<http://www.green-office.org.uk/audit.php?goingto=audit0>

This is an interactive online audit where you can get a confidential score card for your office. This is based in Scotland, so it is possible you may have to do some conversions. Please let me know what you think of this.

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