



# Green Business Checklist

## Water

- Post signs around your business premises to encourage people to use less water.
- Use water-saving taps.
- Sweep loading areas and entrances regularly to prevent leaves, sediment, and trash from being washed into storm drains.
- Ensure that materials stored outdoors do not pollute stormwater runoff.
- Divert drainpipes onto gardens or vegetation.
- Conduct regular inspection and maintenance of all water pipes and taps to detect and repair leaks.
- Use green / natural cleaning products.

**Action needed:**

## Indoor Air Quality

- Make use of natural light and ventilation.
- Use non-toxic cleaning products.
- Replace aerosols with pump dispensers.
- Use eco-friendly products to prevent and control insects and weeds.
- Replace toxic permanent ink markers and pens with a water-based variety.
- Place air-purifying plants where possible.

**Action needed:**

## Supplies

- Use recycled paper and packaging.
- Go electronic - don't print.
- Purchase office furniture and equipment that is either refurbished or made of recycled materials, and/or which can be recycled.
- Lease rather than purchase computers and printers, or upgrade computers instead of purchasing new.
- Ask your supply chain for green products, and/or become a green supplier.
- Install energy saving lightbulbs.
- Buy supplies from local vendors (lower carbon footprint)

**Action needed:**

## Waste Reduction and Recycling

- Inform and educate employees about recycling, composting, waste reduction, and other environmental topics, and get them involved.
- Reuse or recycle paper, including cardboard.
- Place centralised recycling and composting stations in the premises.
- Use reusable dinnerware in the canteen and pause spaces.
- Provide refillable containers for condiments.
- Purchase bulk-packaged supplies (ex: cleaning supplies) and buy products with the least amount of packaging or reusable packaging.
- Convert to recyclable or recycled packaging.

**Action needed:**