



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

GREEN TIP #130:

February 2021

Assessing the Office Lunchroom

This month, take some time to assess how you could make your staff kitchen or lunchroom more environmentally conscious:

1. **Do you have a proper recycling station?** How can you divert as much waste as possible from the garbage? Do you collect all recyclable materials, ex. Ziploc, coffee bags?
2. **Do you have an office compost?** Composting is an excellent way to dispose of all those coffee grounds and fruit cores produced at lunchtime.
3. **Do you rely on paper towel for drying hands or cleaning up spills?** Make the switch to wash cloths and hand towels to reduce reliance on paper towel and the waste it produces.
4. **What kinds of cleaners do you use?** Try using more natural soaps and cleaners (biodegradable or compostable) to reduce water processing and pollution.
5. **Do you use single-use dishware?** Have reusable cutlery, dishes, and drinkware available to staff; do not have plastic utensils or Styrofoam dishware readily available.
6. **Wasting electricity?** Unplug appliances overnight to avoid using phantom power and save money.
7. **What kind of coffee machine do you have?** Drip coffee pots or pour-overs and a kettle are much more environmentally-friendly than single-serve pod coffee machines. If you already have a pod machine, ensure that you are using reusable pods or at least recycling the pods. One Kup at a Time is a small business in PG that sells and recycles coffee pods.
8. **What kind of coffee do you use?** Purchase coffee in bulk if you have a large number of staff, but ideally, purchase organic fair-trade coffee from local roasters. This reduces waste further up the production chain, supports labour rights and sustainable agricultural practices, and reduces emissions.
9. **Do you use single-serve packaging?** Eliminate single-serve packaging, which is often used for sugar packets, creamers, etc.
10. **Do supplies go stale or expire?** Investigate what goes stale or often expires before it can be used up – are you buying too much, do people dislike the product? Find out how to eliminate this waste.



Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!