

# CLEANER PRODUCTION IN OFFICE

Cleaner Production means applying a strategy to your business to make the most efficient use of resources including raw materials, water, energy, time and money whilst preventing pollution and minimizing your impact on the environment. A 'Waste Audit' is often a useful first step in moving towards cleaner production.



- Reduce your water usage
- Make your purchase count
- Look for products in concentrate or bulk form.
- Encourage employees to keep reusable cups, plates, and silverware at their desks.
- Encourage employees to take public transportation by offering discounted tickets or passes.
- Allow internal documents to be circulated with legible minor hand corrections rather than retyping drafts.
- Regularly check toilet flappers valves and flush mechanism of leaks
- Use Natural resource like Sunlight
- Use computer files instead of paper files
- Buy recycled materials
- Avoid Color Printing
- Use energy efficiently
- Turn of computers when not in use
- Buy energy star labeled products
- Use both sides of paper
- Buy energy star rating materials
- Turn off computers before leaving



shutdown



## BENEFITS TO OFFICE WITH CLEANER PRODUCTION IMPLEMENTATION

- Reducing Costs
- Minimizing Waste
- Efficient use of resources such as water, electricity and raw materials
- Improves staff morale
- Creates New Jobs
- Reduces Greenhouse gases



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