



## What colour is your office?

### We are delighted you want your green office certified by Environmental Choice New Zealand.

Becoming an Environmental Choice **Green Office** can help you create a better workplace, **motivate** staff and control waste (and hence costs). It also helps our planet - we are currently using 50 percent more natural resources than the environment can sustain.

The Environmental Choice office activities assessment is made by third-party, experienced and qualified technical and systems consultants. They are highly trained to the standards of the government-owned, **globally recognised** ecolabel, Environmental Choice New Zealand, which operates to ISO standards. The process is transparent and **easy to complete**, provided you keep good office records of your environmentally-driven operation. It can also be relatively **inexpensive**.

Already got it sorted? Then just scan the QR code to go straight to the full 27-page spec that our assessors will use, or [click here](#). Then get in touch so we can get the process rolling! You might prefer to flip the page for a helpful checklist first.





It's "thumbs up" to apply for assessment once you have checked the full list below. These are things about the operation of your office that you'll need to have measured and controlled. Don't be daunted, as some are quite simple, but we will need **evidence** of every claim you make.

Talk to us (09 845 3330) or email [questions@environmentalchoice.org.nz](mailto:questions@environmentalchoice.org.nz)

Green Box	Contents	YES
Procurement	List the products you buy over a year, with their environmental credentials.	
IT/Electronic Equipment	A copy of your up to date IT equipment register. How you prefer to upgrade rather than replace. Details please.	
Cleaning Contracts	How you motivate your cleaners to be green, and their progress towards the ECNZ Cleaning Services spec.	
Document Creation	Your purchases of paper, toner and ink and how you are reducing them – double sided and draft printing etc	
ICT Management	How your computing uses less energy.	
Fleet Management	Fuel economy, maintenance, management plans, "fit" vehicles.	
Energy Management	Annual reports on energy use and management.	
Carbon Accounting	Use easily available on-line tools to map your carbon emissions and management (we can help - it's not difficult).	
Waste Management	Show us how you are reducing waste. Tiny bins are good bins.	
Use of Cleaning Chemicals	The invoices that show how you use less of them.	
Knowing legal obligations	What local and national rules apply and how you comply.	
Recycling	How and what?	
Staff training	Tell us about your team scheme for going for green.	
Travel	Technology reduces your environmental impact – how?	
Furniture and fittings	Show us the ECNZ-certified fit-out items in your office.	
Your indoor environment	Heating, cooling, water, air. How are they handled to be environmentally better?	



**This certification provides you with an internationally acceptable platform to launch your company operations to a world that wants and values environmentally responsible services and products.**

**It is our country's most comprehensive office operations environmental fitness check.**

Robin Taylor

General Manager, Environmental Choice



**environmentalchoice.org.nz**