

# Julie's Bicycle Practical Guide: Greening The Office



The arts and creative industries are ideally placed to lead on environmental sustainability; with creativity and inspiration they can champion a greener economy, energy efficiency, challenge our reliance on fossil fuels, make creative use of otherwise wasted materials and open new ways to greener production and living.

Greening Your Office: Version 2014

# Julie's Bicycle Practical Guide: Greening The Office

## What this guide will cover

This guide will walk you through how to reduce the environmental impacts of your office space(s), by making them greener, more resource efficient and potentially reducing utility bills and other running costs in the process. It covers common areas of impact like energy, water and waste across topics including heating, cooling, office and kitchen equipment, lighting, water use, waste management, procurement, travel and more.

It will give you ideas even if you don't own the building(s) you work from, and suggest how you can work with your landlord and others sharing your space.

## Who is this guide for?

This guide is for anyone interested in greening your office space, especially office and facilities managers and green teams.

## What this guide will not cover

This guide focuses on actions you can undertake independently if you have little control over the way your building is run, and on the zero or low cost behavioural actions which can deliver significant carbon and cost savings.

If you do own your building/ office our Practical Guides on building energy management, waste management, and water management will be also be relevant.

Further artform-specific information, case studies, and support can be found on the Julie's Bicycle website. [www.juliesbicycle.com](http://www.juliesbicycle.com)

## Creating the Conditions for Change

There are four key stages to taking action on environmental sustainability:



- **Commit:** put in place the structures, resources, policies and responsibilities necessary to support and action your initiatives.
- **Understand:** understand your impacts and establish systems to measure and monitor them continually.
- **Improve:** implement an action plan to reduce your environmental impact.
- **Communicate:** involve your team, suppliers and audiences; share and exchange knowledge with others.

Your key ingredients are: **knowledge; skills; time and enthusiastic people.**

Your success at integrating environmental sustainability into your workplace is often dependant on the internal culture of your organisation and the resources available to you. Without buy-in from people, you will at best limit, and at worst fail, to achieve your goals. It's important that the whole organisation should be involved in the process; this is an opportunity to test new ideas, build support and use existing experience.

And finally, some dedicated, even if modest, budget is also helpful!

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## Introduction

As the administrative backbone of your organisation and the every-day working environment for most people, the way you shape the culture and habits in your office can have a significant impact on how your organisation works.

Greening your office is a good starting point to engage your team with broader environmental awareness. It can be easy for this to slide down the list of priorities, but the benefits are plentiful and include: reduced costs, a reduced carbon footprint, better housekeeping and improved team morale.

## Starting Points

If you are a tenant of a bigger building or sharing office space with other organisations there will be some decisions over which you have no control.

Whether you are in a shared office, an entire office building, or working from home there are plenty of positive actions in these areas:

1. Team engagement
2. Infrastructure
3. Technical/small scale material improvements

Use the chart below to make a list of your impacts and identify which ones are under your control.

Electricity – used to power all the appliances, IT and other equipment, as well as air conditioning or ventilation.	What equipment and/or plant is using energy? Do you have control over the off/on switches? If not, who does? Who buys the equipment? Who maintains it? Who pays for the electricity bill?
Gas (or oil or electricity) – used to heat your building.	Do you control your heating settings and switches? If not, who does? Who pays the gas bill?
Water – used in kitchens, restaurant/café, shower and toilet facilities.	Where is water being used in your building and what for? Are these areas you have control over? Who pays the bill?
Materials/Waste – predominantly paper, card, and other office supplies; food; metal and plastic; IT waste; office furniture.	Who buys your office supplies? Who deals with your waste? How much do you know about what you can/can't recycle?
Suppliers and services – your choice of suppliers for materials/supplies and services such as cleaning also have indirect impacts	Who are your key office suppliers? Who is in charge of services such as cleaning? Who holds the contract and who pays for them?

## Measuring and Monitoring



To figure out where to begin you need a baseline to decide which indicators or measurements will be helpful.

You can do this by:

- Making a list of all your areas of impact using the topics covered in this guide as a starting point.
- Collecting relevant data for each area of impact. For example, using your invoices to calculate how much paper your office uses (e.g. number of packs purchased from virgin sources vs. recycled), how many tonnes (or kilogrammes) of waste you are producing, tracking business travel (the number of km travelled in detail, or simply the number of trips by different types of transport).
- Tracking your energy and water bills. These are often included in your rent, so talk to your landlord or energy and water supplier.
- If your bills are shared over a whole building, you can work out your percentage based on floor area or number of employees. For example, floor area is a good way to work out energy usage, while waste and paper usage are best calculated per person.

Once you have established your baseline, you can use this information to set goals for the coming year(s), refer back to see if they are met and set new ones.

Julie's Bicycle publishes separate guides on Building Energy, Waste and Water, so you can also look at those for more information on what and how to measure and how to set targets: [www.juliesbicycle.com/resources](http://www.juliesbicycle.com/resources)

## Working with Your Landlord and Cooperating with Other Organisations



Communication and co-operation with your landlord and any other organisations if you work in a shared space is key to scaling your efforts.

Often you will either pay a set rate for utilities and other bills to your landlord, or bills will be split between all organisations sharing a space or building. This may result in any cost savings being passed on to the landlord (at least in the short term) or spread out amongst organisations evenly, which can be frustrating.

Don't be disheartened!

Is there a tenants' group that meets regularly? Bringing up issues, as a group is a powerful way of ensuring the landlord and/or the building manager takes you seriously. This is a good opportunity to start a discussion about environmental issues. Include it as a standing agenda item and look at how you can distribute any benefits equally.

If there isn't a pre-existing tenants group you can consider starting a Green Team with representatives from each organisation in your shared space. From here, you can establish common goals, initiatives and actions and use your collective bargaining power when meeting with your landlord.

You can push for initiatives such as sub-metering for different organisations or switching to more sustainable maintenance/waste contractors and/or energy suppliers.

Setting out an environmental sustainability policy in partnership with others sharing your space can also generate a shared commitment and sometimes partnerships and shared investments.

Unable to win others over immediately? You can inspire by example instead. Try reading our Staff Engagement Guide for tips on communication and incentives: [www.juliesbicycle.com/resources/team-engagement-guide](http://www.juliesbicycle.com/resources/team-engagement-guide)

### Julie's Bicycle's Creative IG Tools

Carbon calculators can help you to understand your environmental impacts which will help you to create effective management strategies to reduce the negative impacts we have on the environment. The Julie's Bicycle's Creative IG Tools are a unique suite of carbon calculation tools designed specifically for creative and cultural organisations to help you to measure your carbon footprint on an annual or per-activity basis. There is a Tool for Offices, which tracks impacts from: energy use, water use, waste, business travel and fleet travel.

[www.juliesbicycle.com/industry-green/ig-tools](http://www.juliesbicycle.com/industry-green/ig-tools)

### Julie's Bicycle Benchmarks

Julie's Bicycle also publishes benchmarks to identify how efficient your office building is compared to the industry average. The office benchmarks are given on a per m<sup>2</sup>, per year basis and cover electricity, gas, and water. They are based on data collected through Julie's Bicycle Creative Green certifications, the Creative IG Tools, and partner organisations from across the cultural sector:

[www.juliesbicycle.com/resources/benchmarks](http://www.juliesbicycle.com/resources/benchmarks)

Julie's Bicycle  
SUSTAINING CREATIVITY

### Green Leases and MOUs

A green lease includes additional clauses on the environmental management and improvement of the building that are legally binding. A memorandum of understanding (MOU) is a non-legally binding agreement between the owner and occupier(s) of a building.

Both of these can be useful in overcoming barriers that arise because there is no clearly designated responsibility (or incentives) for environmental sustainability between landlords and occupiers. They provide a useful framework for a joint approach and action plan.

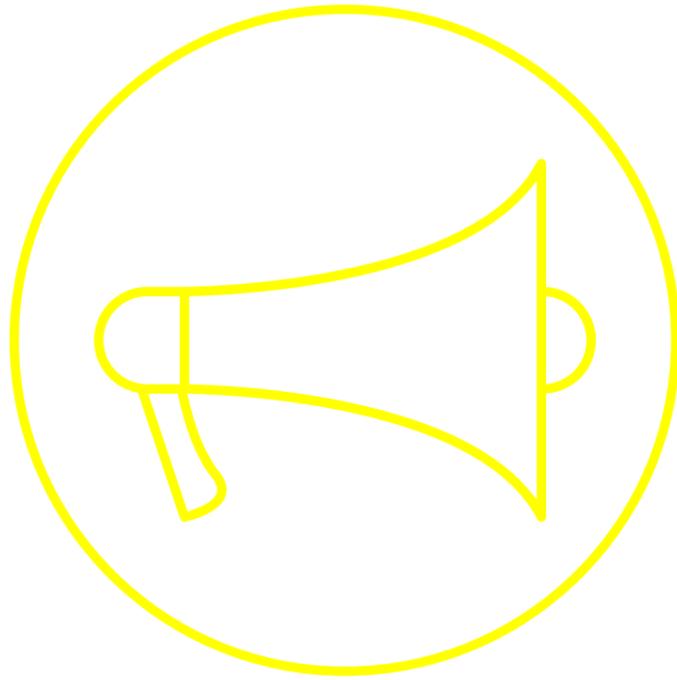
A green lease or MOU might include:

- Data sharing on resource use (e.g. energy or water consumption) and other environmental information (e.g. maintenance records).
- Joint targets e.g. on energy or water reduction.
- Methods for communicating between owner and occupier, including action plans and targets e.g. regular meetings or forums.

Areas for co-operation might include:

- Liaising on the choice of external services, such as cleaning or maintenance.
- Joint waste/water/energy audits between owner and occupier(s).
- Methods for attributing and measuring impacts for individual organisations in a shared building, e.g. ways to attribute waste volumes, installing separate meters for electricity and water consumption (where applicable/practicable).
- Systems for communicating occupancy times between the owner, building manager, and tenants of the office to set the correct settings for HVAC and other systems/plant

## Taking Action



## Energy



Try and secure a green tariff for your electricity supply, to support the generation and expansion of renewable energy in the UK's grid mix.

- Speak to your landlord and other tenants about buying green tariff electricity. These are sometimes more expensive than standard tariffs, but you will not be subject to the climate change levy if you purchase renewables, which can make it more competitive. The big six energy companies (British Gas, E.ON, EDF Energy, npower, SSE, ScottishPower) are already required to source an increasing proportion of electricity from renewable sources every year under the UK's Renewables Obligation, so while in one sense if you pay a premium for their renewable energy tariff you are simply helping them do what they are obligated to do under current law, you are also increasing demand for greener energy which will help push them to invest in additional renewable power (rather than just meeting their obligations – or in some cases, paying a buy-out where they have failed to do so).
- Switch to a 100% renewable energy provider such as Good Energy, Ecotricity or Green Energy. The 'big six' may provide a mix of 'brown' (fossil-fuel based, e.g. coal) and 'green' (renewably sourced, e.g. wind or solar) electricity, but there are a number of companies that provide 100% renewable energy, which tend to contribute to renewable energy generation in a more ethical and innovative way, by creating additional renewable energy rather than simply meeting government obligations.

## Heating



You may have limited control over your heating system (frequently controlled by a large boiler situated in the bowels of the building and maintained by a general building manager or outside contractor). Often these are old inefficient systems in need of major refurbishment. In many cases, they are switched on between October and May without much thought to actual ambient temperatures.

However, here are some actions you can take.

- If you have access to your thermostat, aim for a set point of around 18C (or lower if possible). The heat given off from IT equipment, human bodies and lighting will bring this ambient temperature up to around 21C. *Note that there is no legal minimum temperature for office space – however, it is the law that workplaces must maintain a “reasonable” temperature. The Health and Safety Executive advises that a minimum reasonable temperature for an office is 16C.*
- Discuss temperature levels in the office with your team and encourage them to wear an extra layer where appropriate (do you really need to be at work in a t-shirt in the middle of winter?).
- If you work in an older building with radiators, check if they can be individually controlled by using thermostatic radiator valves.
- If your radiators don't have individual thermostats already, they can be bought separately (for around £15-30 each) and fitted, which will allow much more control over the heating in the office space.
- Install heat reflectors on walls behind radiators to improve their efficiency at relatively low cost.
- Make sure heaters and radiators are kept clear by not placing furniture in front of them.
- If you have smaller space heaters, remind your team to switch off! Often these are left on needlessly when your team leaves their desks for meetings etc.
- If you work in a shared space, discuss and agree on temperature comfort levels with other organisations.
- Discuss when the building boiler is switched on and off with your landlord and agree on an appropriate timeframe.
- If it gets too hot and stuffy in the winter, it's not a good idea to use opening windows as a way to control temperature. This forces the heating system to work harder to bring the temperature up to set point on the thermostat, using more energy. Instead, set your thermostat lower (or speak to your landlord/building manager to have it set lower).

The “set point” is the temperature that you set your heating to maintain. This is usually between 18 and 21 degrees.

### Battersea Arts Centre and Blanket Boxes:

Battersea Arts Centre introduced blanket boxes for their staff and visitors for when it gets a little bit chilly. 'In an old Victorian Town Hall building, it's unsurprising that we can be drafty at times. In our continuing aim to reduce the energy needed to heat such a large building, we use wood burners in the public spaces like the cafe, and installed new glass doors inside the main entrance to create a draft lobby and keep out the winter winds. We set up a blanket box, which a neighbouring company also donated to, so that audience members can borrow some additional insulation if they need it. The blanket box allows us to keep punters warm in the rooms where heating might not be as comfortable as they'd like, or around our foyer (which although more insulated than it used to be, is still large and occasionally drafty), and to cap the temperature of electric heating at between 21 and 23, depending on the activity in the spaces'.

Tref Davies, Capital Administrator and Green Champion.  
[batterseaartscentre.wordpress.com](http://batterseaartscentre.wordpress.com)

## Cooling



Air conditioning systems come in many shapes and sizes. There are passive systems, chillers and high tech HVAC (Heating, Ventilation and Air Conditioning). Remember the most basic A/C system is opening a window!

- Think about how your team uses the space. For example, people further away from the windows are more likely to use fans in the summer, so consider moving people closer to the windows.
- Encourage your team to dress for the weather, e.g. thin shirts will reduce the need for cooling.
- If you have desktop fans, remind your team to switch off! Often these are left on needlessly when they leave their desks for meetings etc.
- If you do turn the A/C on, make sure you and your team understand how the system works. Many systems have local controls, but if the control panels are not intuitive to use, you can end up over or undercooling the building and wasting energy in the process.
- You should set the A/C system to maintain office temperature at around 22C. In particular check that the thermostat is not set to a much lower temperature, as that will make the A/C units work harder for longer.
- Check the general timers for the system to ensure they are not cooling the office overnight or on weekends/bank holidays.

**USE YOUR POWER:** You and your team have control of the on/off switches for lighting, appliances, and other equipment; so make sure you remember to take advantage of this.

## 1.3 Lighting



- Put up 'Switch Off' signs, reminding team members to ensure lights are switched off when not in use.
- Label your switches, making it clear which switch controls which light.
- Keep windows clean and open the blinds, and encourage your team to use natural light where possible.
- Reposition desks where practical to make sure most team members get as much natural light as possible.

### Wembley Stadium: Switched On to Switching Off

Wembley Stadium has been running the Energy Ref: Switching on to Switching Off Campaign annually since 2010. Each year for 3 weeks the Energy Ref visits every desk in the each of the four office quads when everyone has gone home looking for computers that have been left on. Any computers or monitors left turned on or on standby receive a yellow card for a first offence and red card for a second offence. Everyone who is issued a card also receives a follow up email the day after explaining why Wembley is trying to reduce its electricity consumption. The results are grouped by office quad and published each week on posters and the staff intranet. An overall winner is announced at the end of the 3 weeks.

[www.juliesbicycle.com/latest/case-studies-wembley-stadium](http://www.juliesbicycle.com/latest/case-studies-wembley-stadium)

## Office Equipment



- When upgrading or buying new computers, think about replacing desktops with laptops. These will use only around 20% of the energy of the typical desktop and will be appropriate for most tasks. It will also increase team flexibility for home or on-location working.
- For other equipment, such as printers, monitors, hard drives and other peripherals, choose the most energy-efficient models. Look out for Energy Star products and/or Energy Saving Trust recommended products.
- Set all equipment to energy saving mode where possible/available.
- Ensure that all equipment is switched off when not in use. The average desktop computer can cost around £45 per year to run if it is left on 24/7. This can be reduced by around £12 per desktop if it is turned off when not in use, at night, and on weekends/vacations.
- Add simple timer switches to each your printers/scanners/photocopiers etc. to ensure they switch themselves off out-of-hours and over the weekend, or assign responsibility for switching off to a team member (make sure everyone knows how to turn them on when needed!). More sophisticated models can be programmed to enter deep sleep mode if not used for a specified period of time, and internally programmed to go into deep hibernation between the hours of 6pm to 8am for example.
- Ask your team to set their computers to hibernation mode and switch off screens if they are taking a longer break.
- Avoid screen savers (they waste energy by requiring computers to work unnecessarily).
- Ensure everyone knows what your office controls do (printer, photocopier, heating, air-con) and use signage/training where necessary. Include explaining all switches and controls into new team member inductions.
- Install sockets with switches or group equipment together on multi-plugs with switches. By using these you can turn off peripheral equipment with one switch.

### Battersea Arts Centre: Recycling and Donating Computers

Battersea Arts Centre repurpose their old computers after three years within the building for use by staff or artists or the have them removed by 123recycleforfree, who reuse and recycle electric equipment and donate them to Computeraid. To ensure all laptops and computers are switched off, they nominated a member of staff to check this at the end of each day.

[batterseaartscentre.wordpress.com](http://batterseaartscentre.wordpress.com)

## Kitchen Equipment



- When buying or replacing kitchen equipment, choose energy efficient models. Look for the European Energy Label, where the most efficient equipment falls into the categories A, A+, A++, A+++ depending on the type of appliance, and Energy Saving Trust recommended products.
- Buy equipment that is appropriately sized to your needs. *An American-style fridge freezer for milk and sandwiches?*
- Set your fridge temperature to 5C (the highest recommended by food safety standards – anything above 8C is breaking the law if for general/public consumption). Use a fridge thermometer (£2-10) to monitor your fridge temperature.
- Place fridges at least 10 cm away from the wall, and keep them away from sources of heat.
- Put notices in your kitchen to remind people not to overfill the kettle – it's more energy-efficient to boil only what you need, and you get your cuppa quicker, too!

## Water



## Waste



The main uses of water in an office are in the kitchen and in the toilets/washrooms: toilets, bathroom taps, showers, kitchen sinks, dishwasher, etc.

- Put water displacement devices in the cisterns of old toilets to reduce the flush volume or upgrade to new, more efficient dual-flush varieties if possible.
- Use signage to encourage your team and visitors to turn off taps fully when they are finished.
- If your organisation has a dishwasher, only run it when it's full and ensure it's on the eco cycle.
- Encourage your team to drink tap water – provide glasses/reusable bottles to encourage this.
- Avoid water coolers if possible – the electricity used to cool the water, the plastic used to make the bottles and the transport required to bring you the water all make them a less than ideal environmental choice. However, water coolers are still preferable to individual water bottles.
- Purchase low-flow taps to replace old ones, and purchase low-flow showerheads if relevant.
- When upgrading taps choose percussion or timed taps to improve efficiency.
- Install a smart meter to monitor water use and better understand where efficiency savings can be made.

### Norwich Theatre Royal: Team Awareness Water Campaign

'With the help from a new watersmart meter we had fitted we are now able to take ½ hour readings of our water consumption. This enables us to monitor our usage in depth, highlighting peak times of the day but also flagging up potential wasted water use when the building is closed. The graphs we create from the results make a great visual aid for the staff, helping us to communicate our environmental impact. To increase their understanding of our water usage we label interesting parts of the day which they can relate to, trying to cover the water used in all departments, for example when the restaurant is busy pre-show or when the bars are busy during the interval. We also label which shows were on that day and how many tickets were sold as those figures can affect the results shown.' [Helen Tully, Environmental Champion](#)

[theatreroyalnorwich.co.uk](http://theatreroyalnorwich.co.uk)

Reducing waste and using materials more efficiently can save you money as landfill tax increases. Spending less on buying materials in the first place, and reducing the waste you throw away will help lower your waste bill.

- Follow the principles of: **avoid** – don't buy unnecessary things; **reduce** – use less; **reuse** – don't buy new if what you have can be reused; **recycle** – everything that can be recycled is recycled.
- Think about why every item in your bins is there – can it be repurposed, reused, recycled? Did you need to bin it in the first place or what can be avoided altogether?
- Optimise all recycling opportunities and ensure your team know what can be recycled and how.
- Speak to your landlord to find out more about your building's waste management systems and try to get signs/information on what can/can't be recycled directly from the waste management company.
- Improve your recycling rates by replacing individual bins with recycling bins and a single central bin for general waste.
- Ensure you already comply with the Waste Electrical and Electronic Equipment (WEEE) Directive, which regulates the way you are allowed to dispose of WEEE. [You can organise a special collection by your local authority or waste management firm to collect electronic equipment when it's reached the end of its life.](#) Some shops operate mandatory take-back schemes and there are some recycling centres and local authorities that will take equipment off your hands. When buying new electrical equipment ask whether the company will take back your old redundant equipment.
- Set up a compost bin for your organic waste (if your waste contractor can collect this). Or better yet, if you have outside space, why not establish a wormery and create your own compost?
- Use local networks like Freecycle to find furniture, or use them to donate unwanted office furniture. There are also many good quality second-hand office furniture outlets.

- Encourage your team to bring their own lunch in re-usable containers, or to buy food with minimal, recyclable packaging.
- Combine the collection of recyclable products with other organisations in your building or local organisations to make it more cost effective.
- Consider installing energy efficient hand dryers in toilets, as although this may marginally increase your energy costs, it will eliminate the cost and waste of paper towels. Efficient hand dryers have been shown to be the more environmentally sustainable choice overall.

### Bristol Old Vic: Changing Team Behaviours to Reduce Waste

Bristol Old Vic managed to reduce the amount of waste that goes to landfill by 30 tonnes and have made considerable savings without any cost; 'We have always separated glass, card and paper from general waste, but historically this was only made available in a few locations around the building. Staff, visiting companies, actors and everyone who works in the Theatre are all more than willing to recycle what they can, but in a busy environment of deadlines and shows going up, it has to be quick and convenient to do so, otherwise the black sacks will continue to fill up. We therefore aimed to put Dry Mixed Recycling floor-standing boxes in almost every location in the building that there is a general waste bin. This isn't feasible everywhere – there isn't enough room in the dressing rooms for example – but the key areas for production of recyclable material (the various offices, green room, mail room, print room, rehearsal rooms) mean that we have 14 boxes within the building that are constantly being used, and are emptied twice weekly into our external bins, as well as collecting glass recycling from the bars. The benefits of one bin for all Dry Mixed Recycling is that we do not need to segregate the recyclable waste ourselves – which would require considerable resources or lots of floor space for separate bins – instead it is sorted upon arrival to the depot by the waste services provider. The results speak for themselves. Since introducing the measures in July 2013, we now recycle 32% of our waste, equivalent to about 30 tonnes of waste that would otherwise go into landfill, and as recycling is cheaper than landfill, have also made considerable savings without any cost outlay in setting up these improved recycling systems!'

Aidan Woodburn, Operations Manager  
[bristololdvic.org.uk/redevelopment](http://bristololdvic.org.uk/redevelopment)

### The Lyric, Hammersmith: Switching Waste Providers

The Lyric Hammersmith switched waste providers from H&F waste to First Mile and have been really happy with the results. They consulted them from the start to understand their needs and provided suitable signage and bins to maximise the capture of recycling on site. Their fun and captivating signage has now filtered down into staff and audience, with detailed and clear information on how to recycle efficiently, recycling points and fun references to polar bears! The Lyric is now recycling all of its waste, which makes them zero to landfill theatre.

[lyric.co.uk/changing-landscapes-changing-lives](http://lyric.co.uk/changing-landscapes-changing-lives)

## Paper



Paper is one of the most commonly wasted resources in an office:

- Ask your team to cut down on their paper use wherever possible.
- Make sure you buy post-consumer recycled paper rather than “virgin”, and make sure any non-recycled content is FSC-certified.
- Use both sides of paper when printing, and print single-spaced in black and white.
- Ensure that all printers are set to double-sided format as the default.
- Do you really need to print draft copies? If this is unavoidable, print four pages to an A4 sheet and then recycle, or reuse as scrap paper.
- Train all team members in using the printer settings, and include this training in all new team member inductions.
- Use any unnecessary single-sided printed documents as scrap paper.
- Choose thinner paper – 80gsm is standard.
- Re-use envelopes wherever possible, especially for sending information internally.
- Donate waste card or paper to your local school or nursery.
- Segregate and shred paper for re-use as packaging, if appropriate.
- Avoid overproduction of marketing and publicity material by reviewing distribution lists and regularly updating databases.
- Monitor printing levels by giving employees a personal access code to the printer/ photocopier.

### Orchestra Live is a Paper Free Office:

“Orchestras Live’s office is in modern, environmentally friendly premises and most of our administration is paper free. Office waste, such as paper, plastics and redundant equipment, are recycled wherever possible. We increasingly embrace technology to communicate with our partners; where meetings are necessary we prefer to use online video or telephone conference calling and encourage travel by rail rather than car wherever appropriate. Our environmental sustainability strategy contains SMART targets to measure the impact of our carbon emissions including annual reductions in our business car mileage and the digital distribution of all our governance material.”

Henry Little, Chief Executive  
[orchestraslive.org.uk](http://orchestraslive.org.uk)

### Norwich Arts Centre: Paper Reduction in Action:

Norwich Arts Centre aims to become a leader of sustainability in the multi-arts sector. “Our main objective is to achieve a reduction of approximately 10% in carbon footprint by 2016. We have already significantly reduced our annual Co2 emissions year on year. Actions we’ve taken so far include recycling most waste, replacing inefficient lighting and heating with low-energy options and installing motion sensors lights where possible, installing concussive taps as well as water displacement devices in order to reduce the amount of water we use and using a local taxi service with electric cars when transport is needed. We are constantly assessing our print output and ask customers to access the programme online where possible. We’ve reduced our brochure from A5 18-24 page to a folded DL size of 6-8 pages, which massively reduces paper usage. It is also printed by a local carbon neutral company using non-soya oil based inks. To reduce the number of tickets printed we encourage online e-ticketing and to reduce the number of e-ticket print-outs we request that customers note down reference numbers or use their smartphones.”

Grace Jackson, Front of House and Marketing Officer  
[norwichartscentre.co.uk](http://norwichartscentre.co.uk)

## Procurement



What you buy, how it was made, where it comes from and what happens to it at the end of its life all have an environmental impact:

- Choose green/ethical options when purchasing new equipment and supplies.
- Use locally based suppliers wherever possible.
- Ask to see suppliers’ and companies’ green policies, and switch suppliers if they don’t have any.

The Julie’s Bicycle Practical Guide: Procurement has much more in-depth advice on buying greener products.  
[www.juliesbicycle.com/resources/procurement-guide](http://www.juliesbicycle.com/resources/procurement-guide)

### Seven Stories: Cycle to Work Scheme

Seven Stories is the National Centre for Children’s Books. In 2013, the organisation measured environmental impact across 8 areas. One example of these areas focused on audience travel and staff commuting. Through the promotion of the Cycle to Work Scheme and the Travel Pass Scheme run by Newcastle City Council, staff were encouraged to reduce their environmental impact of commuting. The organisation has also engaged its audience through downloadable walking and cycling maps to the venue and actively promotes the use of bicycle racks outside the Visitor Centre.

[sevenstories.org.uk](http://sevenstories.org.uk)

## Travel



- Allow your team to work from home wherever practical, to cut down on commuting – this is particularly effective if your office is not well connected by public transport or many of your team drive to work.
- Encourage your team to cycle – provide secure bike storage and interest-free loans for new bikes/ equipment (there’s a tax-free government scheme for this) and for public transport season tickets.
- Promote car sharing – initiate a group within your organisation or, if you are in shared space, with the other organisations sharing your building. You could even reach out to neighbouring offices.
- Use video-conferencing or the phone for meetings to cut down on the need to travel to meet people.
- Make it company policy to travel to meetings on public transport/bicycle where possible or choose taxi firms which use electrical, hybrid, or low-emissions cars.
- Use bicycle couriers whenever possible.
- Restrict team travel by plane as much as possible – always take the train or ferry if this is an option, and consider banning domestic flights.
- If you’re organising an event, choose a venue that’s easily accessible by public transport.

See the Julie’s Bicycle Practical Guides on Business Travel/Team Commuting, and Touring.  
[www.juliesbicycle.com/resources/touring-guide](http://www.juliesbicycle.com/resources/touring-guide)

### CUBBITT Arts: Bike Planters

“Cubitt invested in planters for bike docking, for the use of its office staff, artists and visitors, with vegetation maintained by one of the Cubitt artists. These provide a welcoming, pleasant entrance environment while encouraging to cycle more to and from the venue”.

Fabio Altamura, Gallery Projects and Development Manager  
[cubittartists.org.uk](http://cubittartists.org.uk)

## Future Planning



- If you have to find new office space, look for a building with good environmental performance and ask any potential landlords about the building's environmental sustainability (including contracts such as utilities and waste collections).
- Try to put into place a Green Lease or MOU on environmental sustainability with your new landlord as part of your new contract.

### Working from Home

The Julie's Bicycle Creative IG Tool for Offices can also be used to calculate the impacts of home working – look out for the tick-box to indicate you work from home.

Many of the actions you can take to 'green' your home office are covered above. You may have even less control over, for example, your waste management arrangements (assuming the local authority picks up your waste), however you may be in a better position to switch to a green electricity tariff and to track your electricity usage through bills and meter readings.

### Threshold Studios: Travel Reduction

Threshold Studios are based in Northampton and Nottingham. After benchmarking their travel in 2013 in order to gain a greater understanding of their environmental impacts, they have begun to consider alternatives to cut down on travel between offices. "We have already cut down on travel between offices, encouraging more skype and video conferencing, condensing off site meetings to less days in a month, and home working where possible for a member of the team who has the longest commute. We all use laptops and cloud storage for ease of off-site working."

Kirsty Diaz, Digital Producer  
[thresholdstudios.tv](http://thresholdstudios.tv)

Smart Meters send meter readings directly to your utility company and will generally feature a real-time data display that will help you better keep track of your energy use across different time periods. If you don't already have one, contact your electricity supplier to find out when installations in your region are due to start. Smart Meters are due to be installed in every UK home and small business by 2020.

## Regulations and Legislation



The following are links to some useful references on the UK applicable regulations and legislation that any environmental sustainability measures your organisation undertakes should comply with. Please note that this is not an exhaustive list and should not be considered as legal advice.

[Health and Safety Executive - Temperature in the Workplace](#)

[Waste Electrical and Electronic Equipment Regulations](#)

[Food Standards Agency – Temperature control legislation in the UK](#)

The Carbon Trust has produced a series of detailed guides covering topics including:

- Renewable energy
- Improving building fabric
- Boilers
- Variable Speed Drives
- Heat recovery
- HVAC systems
- Building controls
- Heating controls
- Draught-proofing
- Insulating pipework
- Voltage management
- Power factor correction

[Measure building energy analysis tool](#)

## Further Reading & Resources



[Julie's Bicycle Creative IG Tools:](#)

[Julie's Bicycle Benchmarks](#)

[Julie's Bicycle Practical Guides](#)

The following guides would be useful to read alongside this

- [Energy Management in Buildings](#)
- [Team Engagement](#)
- [Procurement](#)
- [Communication & Marketing](#)
- [Sustainable Production](#)

[A Database of boiler efficiency](#)

[Creative Carbon Scotland guidance on Building Management Systems \(BMS\)](#)

If you are comfortable doing the analysis yourself, a useful guide on how to analyse your energy data can [be found here](#)

[CIBSE Energy Assessment](#)

[Energy Savings Trust](#)

[Do The Green Thing](#)

[Recycle Now](#)

[PAS 198:2012 Specification for managing environmental conditions for cultural collections \(£\)](#)

[Equity Members' Guide to Health and Safety \(including a section on Working Temperature\)](#)

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# Julie's Bicycle

SUSTAINING CREATIVITY

## Julie's Bicycle

f: [facebook.com/juliesbicycle](https://www.facebook.com/juliesbicycle)

t: [twitter.com/juliesbicycle](https://twitter.com/juliesbicycle)

+44 (0)20 8746 0400

[info@juliesbicycle.com](mailto:info@juliesbicycle.com)

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



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