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

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

**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