Green Work Places – Workshop

Activity Two – Assessing Environmental Issues in Your Building/Workplace

Aims:

The aims of the following activity are to help us to,

- Prepare for an environmental walk round
- Conduct an environmental walk round
- Analyse the results of an environmental walk round

Task 1:

In your group, and using the Environmental Checklists, prepare to do an environmental walk round. You may want to consider,

- What is an environmental walk round?
- What to look for in a walk round?
- When to conduct an environmental walk round?
- The suitability of the example environmental checklists
- An area that you can reasonably cover given the timing of the activity

Task 2:

In your group conduct an environmental walk round in the area identified in task one, and use the checklist (or part of it) selected.

Task 3:

In your group discuss and list the main findings from your environmental walk round. You may want to consider edits to the checklist as part of your findings.

Environmental Checklists

1. An Inspection Checklist (Prospect 'Negotiator's Guide to Greening Your Workplace – TUC Greenworkplaces 'Targeting Climate Change')

2. Energy Walk-Round (Combined Carbon Trust & Prospect Checklists – TUC Greenworkplaces 'Targeting Climate Change')

3. Water Management Checklist (TUC Greenworkplaces 'Targeting Climate Change')

4. Waste Streams Checklist (TUC Greenworkplaces 'Targeting Climate Change')

5. Green Transport Checklist (LRD Transport Section 2009 Environment Survey of Trade Unions – TUC Greenworkplaces 'Targeting Climate Change')

1. An Inspection Checklist

Energy	Yes	No	Comments
Has your organisation signed up to the Carbon Trust's management programme, which helps large public and private sector organisations to reduce energy use?			
If you are a large workplace, do you have combined heat and power (CHP) generators?			

Heating & Lighting

Energy	Yes	No	Comments
Is your air conditioning programmed to come on only when the temperature reaches 24^0C?			
Does your heating system switch off when it gets above 19^0C?			
Are the thermostats in the right places and set to the right temperature?			
Is your cooling equipment regularly maintained?			
Do you have doors or windows open when the heating or air conditioning is on?			
Is your building properly insulated and draught-proofed?			
Can staff individually control heating, cooling and lighting in their workplace?			
Are all bulbs low energy (compact or modern fluorescent)?			
Is lighting on in areas, or at times of the day, when there is enough daylight? Why?			
Do you have individual desk lamps?			
Do all staff turn off light whenever and wherever they're not needed?			
Are motion sensor lights used in low-use areas?			
Is temperature an issue, either generally or at particular times of day?			
Is heating or cooling left on in areas, or at times of the year/day, when it doesn't need to be – or simultaneously?			
Is heating or ventilation blocked by furniture or equipment?			
Does your workplace make good use of natural daylight?			

Equipment

Energy	Yes	No	Comments
Is equipment regularly serviced and clearly labelled?			
Is any equipment left on when not in use? Why?			
Are there automatic power-reducing features, e.g. motion sensor lights, timers on water coolers, IT power downs?			
Are all computer monitors flat screen?			
Are the energy saving features on your office equipment activated, e.g. PCs, monitors, fax machines and printers?			
Is equipment labelled with the amount of energy it uses?			
Does equipment have an energy monitor?			
Is new equipment installed in a way that makes it easy to use its eco-features?			
Are staff fully trained in its use?			
Do PCs automatically power down after working hours?			
Do you have seven-day timers (which ensure appliances are not left on overnight and at weekends on shared equipment, e.g. printers, vending machines and water coolers?			

Recycling

Energy	Yes	No	Comments
Does your workplace recycle everything possible, e.g.			
Paper			
Plastic			
Cans			
Glass			
All other major waste streams			
Mobile Phones			
IT equipment			
Furniture			
Is everything bought recycled where possible?			
Does your workplace use unbleached, off-white 100% recycled paper?			
Do all workers have access to clean drinking water, without having to rely on carbon-intensive plastic or glass bottles?			

2. Energy Walk-Round

Energy	Yes	No	Comments
Has your organisation signed up to the Carbon Trust's management programme, which helps large public and private sector organisations to reduce energy use?			
If you are a large workplace, do you have combined heat and power (CHP) generators?			

Heating & Air Conditioning

Energy	Yes	No	Comments
Have there been any complaints about comfort conditions or reports of over/under heating issues?			
Have heaters/boilers been serviced in the last 12 months?			
Are heating and air conditioning units operating in the same space at the same time?			
Is your air conditioning programmed to come on only when the temperature reaches 24^0C?			
Does your heating system switch off when it gets above 19^0C?			
Are the thermostats in the right places and set to the right temperature?			
Are filters and grills associated with heating, ventilation and air conditioning systems cleaned at intervals recommended by the supplier?			
Are there any obstructions in front of radiators, heaters and air ducts?			
Are doors or windows closed when the heating or air conditioning is on?			
Is your building properly insulated and draught-proofed?			
Can staff individually control heating and cooling in their workplace?			
Is air conditioning and heating switched off when it is not required?			

Lighting

Energy	Yes	No	Comments
Can staff individually control lighting in their workplace?			
Are all bulbs low energy (compact or modern fluorescent)?			
Is lighting switched off in areas, or at times of day, when there is enough daylight?			
Is external lighting switched off during the day?			
Are bulbs, fittings and roof lights clean?			
Are light switches arranged conveniently and labelled?			
Are there individual desk lamps where appropriate?			
Do all staff turn off light whenever and wherever they're not needed?			
Are motion sensor lights used in low-use areas?			
Does your workplace make good use of natural daylight?			

Equipment

Energy	Yes	No	Comments
Is equipment regularly serviced and clearly labelled?			
Is any equipment left on when not in use? Why?			
Are there automatic power-reducing features, e.g. motion sensor lights, timers on water coolers, IT power downs?			
Are all computer monitors flat screen?			
Are the energy saving features on your office equipment activated, e.g. PCs, monitors, fax machines and printers?			
Is equipment labelled with the amount of energy it uses?			
Does equipment have an energy monitor?			
Is new equipment installed in a way that makes it easy to use its eco-features?			
Are staff fully trained in its use?			
Do PCs automatically power down after working hours?			
Do you have seven-day timers (which ensure appliances are not left on overnight and at weekends on shared equipment, e.g. printers, vending machines and water coolers?			

3. Water Management Checklist

Policy & Organisation

	Yes	No	Don't Know
Is water management included in your organisation's environment policy?			
Is there at least one delegated member of staff responsible for water management?			
Do you know who your water supplier is?			

Measuring & Monitoring

	Yes	No	Don't Know
Are water meters installed covering all water usage?			
Are readings taken regularly to check patterns of usage and ensure that water company figures are correct?			
Does the meter register no usage during factory/office closure (if not, it could be an indication of a leak)?			
Is the amount of water used measured?			
Is the amount of water used costed?			
Are there targets for reducing the amount of water used?			
Is water usage benchmarked with other comparators, e.g. water used against production output for manufacturing or against staff numbers? (If you are not metered the water company will make allowance for water used per person per day. For a commercial property with only offices then 50-60 litres per person per day is typical.)			

Drinking Water

	Yes	No	Don't Know
Do all staff have access to clean drinking water?			
Has the use of bottled water been eliminated?			

Leaks

	Yes	No	Don't Know
Have all leaks been fixed?			
Do staff know how to report leaks?			

Washing Facilities

	Yes	No	Don't Know
Are percussion taps (that turn off after a certain period) used?			
Are spray inserts in well-used taps (that reduce the amount of water used without sacrificing water efficiency) used?			
Are water and energy efficient washing machines and dishwashers with an A rating used?			
Are extended trigger handles for taps (ideal for kitchens as they reduce water used during food preparation and cleaning) fitted to tap points?			

Toilet Facilities

	Yes	No	Don't Know
Are water savers like 'hippos' fitted to reduce the amount of water used each time it is flushed?			

Pipe Work

	Yes	No	Don't Know
Are water pipes well insulated to protect against frost damage?			

Alternative Sources of Water

	Yes	No	Don't Know
Do you harvest rainwater? This can be everything from rainwater butts though to comprehensive roof collection measures.			
Do you re-use 'greywater' water from sinks, showers etc?			

Staff Awareness

	Yes	No	Don't Know
Are staff fully aware of the importance of water minimisation?			
Are employees trained in how to use water efficiently?			

4. Waste Streams Checklist

	Eliminate	Reduce	Re-Use	Re-Cycle	Dispose
Raw materials					
Packaging					
Paper					
Plastics					
Cans					
Glass					
Chemicals					
Electrical equipment					
Printing equipment					
Furniture					
Any other					

(Note: water and energy are not included – covered by checklists above)

5. Green Transport Checklist

Green Transport	No action	Some measures	Comprehensive scheme
Loans for cycling equipment			
Subsidies for cycling equipment			
Secure cycling storage, lockers, showers			
Loans for public transport passes			
Subsidies for public transport use			
Green travel plans			
Car pool/sharing schemes			
Purchasing electric, hybrid, dual-fuel fleet vehicles			
Training in eco-driving techniques			
Company transport, e.g. buses			
Tele/video conferencing			
Working from home as a green initiative			