

Workplace environmental audit checklist

| Heating/cooling | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Is the temperature measured on a regular basis? | | | |
| Is temperature an issue? If so explain why | | | |
| Is there a procedure for staff to report uncomfortable temperatures? | | | |
| Are thermometers located in the best position (i.e. away from heating/cooling equipment/draughts)? | | | |
| Is heating/cooling equipment operating at the same time? | | | |
| Is heating/cooling on in areas or times of the day when it isn't needed? | | | |
| Are doors or windows open when heating or cooling equipment is on? | | | |
| Are radiators/other heating/cooling outlets blocked (e.g. by furniture)? | | | |
| Are all radiator/room thermostats working properly? | | | |
| Are staff using additional heating or cooling equipment? | | | |
| Is the workplace insulated and draught-proofed? | | | |
| Are there damaged windows or windows that do not close properly? | | | |
| Are there plants in the office to improve air | | | |

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| quality? | | | |
| Can staff control the heating/cooling in their work area? | | | |
| Lighting and electrical equipment | Yes | No | Comments |
| Is lighting switched off in unoccupied spaces? If not, why? | | | |
| Are lights switched off when/where there is sufficient daylight? | | | |
| Is energy efficient lighting used? | | | |
| | | | |
| Can staff control lighting in their immediate work area? | | | |
| Are windows, skylights and light fittings clean? | | | |
| Are vending machines, water coolers etc. fitted with timers so that energy is not used out of hours? | | | |
| Are posters/stickers displayed about energy saving in the workplace? | | | |
| Reduce, re-use, recycle | Yes | No | Comments |
| Are there procedures in place to reduce the amount of waste in the workplace? | | | |
| Are printers and photocopiers set to print double-sided automatically and, if not, are staff aware of how to use these functions? | | | |
| Are printers set to print on 'economode' to reduce the amount of ink used? | | | |

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| Are items such as paper, packaging, envelopes etc. re-used where possible? | | | |
| Are recycling facilities clearly labelled and well located? | | | |
| | | | |
| List all items that can be recycled? | | | |
| Are staff and visitors aware of recycling facilities? | | | |
| Office supplies | Yes | No | Comments |
| Are day to day items that are purchased (e.g. stationary) made from recycled content | | | |
| Are stocks checked regularly to avoid unnecessary purchases? | | | |
| Have you heard of Government buying standards for products such as paper and ICT equipment? | | | |
| Is paper used in printers and photocopiers compliant with Government Buying Standards? | | | |
| When buying from purchasing organisations such as Buying Solutions does your office select sustainable products, e.g. ticked as GBS compliant | | | |

| Canteen/catering | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Are disposable items (such as cutlery) used? | | | |
| Is food waste recycled? | | | |
| Is food sourced from sustainable sources? | | | |
| Is processed/packaged food used? | | | |
| Are Fairtrade products available? | | | |
| Is there a good range of vegetarian options? | | | |
| Is mains-cooled rather than bottled water used? | | | |
| Are all cleaning products used environmentally friendly? | | | |
| Toilet facilities | Yes | No | Comments |
| Are water saving measures in place e.g. 'water hippos' in toilet cisterns? | | | |
| Can all taps be fully turned off? | | | |
| Are hand-drying facilities energy efficient? | | | |
| Are there areas where staff can wash mugs etc? | | | |
| Are their stickers/posters encouraging staff to turn off lights? | | | |

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| Are environmentally friendly cleaning products used? | | | |
| Staff awareness | Yes | No | Comments |
| Are staff generally aware of environmentally initiatives in the workplace? | | | |
| Are staff consulted on environmentally issues? If so, how? | | | |
| Are staff encouraged to put suggestions forward? | | | |
| Are staff notice boards used to display environment information and awareness raising literature? | | | |
| Vehicles and travel | Yes | No | Comments |
| Are vehicles regularly maintained (e.g. tyre pressure checked on a weekly basis) | | | |
| Are staff encouraged to use green travel options? (e.g. car-sharing cycling etc.) | | | |
| Are staff made aware of greener driving practices? | | | |

| Visitors' areas/meeting rooms | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Are notices displayed asking visitors /users of meeting rooms to switch off lights, not to open windows when heating/cooling on etc. | | | |
| Green spaces | Yes | No | Comments |
| Are there measures to encourage wildlife/biodiversity – e.g. environmentally friendly planting, nest boxes etc? | | | |
| Is external lighting left on during the day? | | | |
| Other | Yes | No | Comments |
| Is the Display Energy Certificate (DEC) displayed in a prominent place that is clearly visible? | | | |