



Sustainability for Office Spaces

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1. Purpose

This document provides information on steps that can be taken to make our office spaces more sustainable. This document also supports the University to achieve objectives set out in the Environmental Policy and maintain compliance with the ISO 14001:2015 environmental management system.

2. Scope

This document is a guide to be used against LEAF gold criteria 48. 'The lab has taken action to address the sustainability of corresponding office spaces. This may be through a programme, or by taking individual actions'.

3. Procedure

As well as looking at and improving the sustainability of our laboratories we also need to improve sustainability in our corresponding office spaces.

3.1. Printing

When it comes to printing there is a lot to consider – the paper, the machines and manufacturing process, the inks, toners and cartridges, the energy to run the printer and finally the disposal of the printer.

In 2018 it was estimated that the printing industry accounted for around 1% of the total carbon emissions.

85 million tons of paper is generated annually and wastepaper accounts for around 26% of total waste in landfills.

Did you know:

- It takes between 2700 litres of water to make 1 tonne of paper (between 2-13 litres per sheet)
- 93% of paper comes from trees



- Recycling 1 tonne of paper saves around 1400 litres of oil, 26,500 litres of water and 17 trees.

Ways to make printing more sustainable:

- Don't print so much but if you do have to then print double sided – this reduces paper consumption by 50%
- Energy-efficient printers can reduce energy costs by 30%
- Using refill inks and toners
- Use recycled paper
- Make sure there are paper recycling bins close to printers to encourage recycling of waste paper.
- If you have only used 1 side of paper to print on collect this waste for reuse e.g to use as paper to make notes on.

Only print what is needed – think do I need to print this?

[Print Waste: Understand the Social Impact of Printing | PaperCut](#)

[Paper Waste Facts](#)

3.2. Energy

Computers:

- Turn off monitors at the end of the day – leaving one monitor on overnight can waste enough energy to print 500 pages or microwave 6 dinners.
- Do not use screen savers – these prevent to monitor from dimming and going to sleep and waste energy.
- Activate sleep mode - Laptops use between 15-60 watts when in use but only 2 when in sleep mode.
- See the LEAF [resources page](#) for 'computer stickers'

Lighting:

- Switch off lights at the end of the day – leaving all the lights on overnight in a typical office can waste enough energy to make 600 cups of coffee.
- See the LEAF [resources page](#) for 'switch off the light's stickers'

Kitchen:

- Switch off appliances when they are not in use
- Only fill up the kettle with the required amount of water. Boiling extra water wastes 2,649,792kWh of electricity per day – this is enough energy to provide electricity to 112 average homes per year.

[Ways to Reduce Your Business Computers Energy Use | Exchange Utility](#)

[Computer Energy Saving Fact Sheet | GreenBizCheck](#)

[The Truth Behind Shutting Down Your Computer and Putting It in Sleep Mode - Pronto Power
green_office_guide_1.pdf](#)

Only boil the amount you need to save energy - Energy Sustainability Solutions

3.3. Recycling

Make sure everyone in the office has access to the required recycling bins.

UNIVERSITY OF LIVERPOOL

Recycling at the University

Reducing waste and increasing our reuse and recycling rates are key priorities at the University and there are a variety of waste and recycling initiatives across campus to minimise our environmental impact and support the circular economy.

DONATE

Leave Liverpool Tidy is a city-wide project run by the Guild of Students that aims to re-use and recycle unwanted belongings. Donate clothes, bags, books and other small items.

Paper recycling bins are available across campus. You can recycle white or coloured paper, envelopes newspapers and magazines, directories, brochures, leaflets and thin card.

PAPER

PLASTIC BOTTLES

Plastic recycling bins are available across campus. You can recycle washed plastic bottles, tubs and trays which display the PET and HDPE symbols.

All University buildings and student halls have 3 different recycling bins. Blue bins are for paper, red bins are for plastic bottles and grey bins are for metal.

TINS AND CANS

You can recycle food and drinks cans which have been washed, tin foil and foil trays.

IT EQUIPMENT

The University provides a collection and recycle service for redundant IT equipment.

GLASS BOTTLE AND JARS

Glass Recycling bins are available on the main university campus, adjacent to the Sydney Jones Library, Student Health Building, Eleanor Rathbone Building and opposite the Harold Cohen Library. You can recycle washed glass bottles and jars.

BATTERIES

Batteries can be recycled with convenience in BatteryBack bins.

COLLECTION SERVICE

The University collects paper, cardboard, fridges, freezers, washing machines and other electrical and electronic components from University buildings to be 100% recycled.

CRISP PACKETS

The Guild of Students reception has a collection point for Terracycle's crisp packet recycling scheme.

JOIN IN THE WORLDWIDE GLOBAL RECYCLING DAY CELEBRATIONS ON 18 MARCH

The best thing you can do is create less waste wherever possible. Try to avoid disposable coffee cups, plastic bottles, straws and cutlery and use reusable items instead. Buy products with minimal/no packaging and when you do have to throw something away, it's important to recycle.

THE **SUSTAINABLE**

RED BRICK

For more information see the [waste and recycling webpages](#)

3.4. Water

Water is essential to life. It plays a part in almost all of our daily activities and there's a growing need for us to all try and use less water. By implementing small behaviour changes, water wastage can be minimised, not only decreasing costs but also reducing our impact on the environment.

The average employee uses 50L of water each working day. Some tips on saving water are:

- Check taps for leaks and report any issues immediately. Dripping taps can waste up to 1460 litres of water per year.
- Don't leave the water running while rinsing dishes – if a dishwasher is available only run this when it is full.
- Only fill the Kettle with the amount of water you require.

[\(24\) 7 Shocking Facts About Workplace Water Consumption | LinkedIn](#)



4. Changes to the procedure

Version	Reason for change	Date
1.0		December 2024