



# SUSTAINABILITY MANUAL FOR SMALL LEASED OFFICES

BY: NIGAR SALMANOVA

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# INTRODUCTION

- For many small businesses, sustainability may feel abstract and unnecessary. This is because of the belief that their environmental and social impact is inconsequential. However, addressing sustainability challenges at all levels has never been more important than it is today.
- This manual provides a general checklist for embedding sustainability within a small business's structure and enables them to play their part in the creation of a just and sustainable world.
- The sustainability initiatives mentioned in this manual offer numerous potential benefits, from energy-savings and cost-savings to improved employee well-being.

# OUTLINE

1. Energy Efficiency: Lighting
2. Energy Efficiency: HVAC
3. Energy Efficiency: Other
4. Sustainable Transportation
5. Waste Reduction and Recycling
6. Sustainable Purchases
7. Efficient Water-use and Drinking Water
8. Staff Engagement
9. Social Solution Providers: Staff Engagement
10. Social Solution Providers: Staff Well-being
11. Bibliography

# ENERGY EFFICIENCY: INTRODUCTION

According to the Environmental Protection Agency, 30% of energy used in a commercial building is often wasted due to inefficiencies. Optimizing an office's energy efficiency and reducing electricity consumption may offer environmental, financial and even social benefits. The cost-savings, for example, can then be devoted to other projects that can help in supporting the business's goals.

In order to improve energy efficiency, there are various solutions that a business can look to implement:

1. Lighting Efficiencies
2. HVAC Efficiencies
4. Other

# ENERGY EFFICIENCY: LIGHTING

Lighting can consume a lot of power and is also one of the easiest and more affordable things to replace.

Solutions	Benefits	Solution Provider
Switching to LED Lighting	70-90% less energy consumption than a standard incandescent or CFL bulb; longer lifespan; long-run cost savings; lower carbon footprint.	Signify
Lighting control systems: eg. sensors, timers, daylight, etc.	Reduces energy-use and creates cost-savings by ensuring that the indoor lighting system operates only when necessary; improves overall staff well-being.	Signify

# ENERGY EFFICIENCY: AIR CONDITIONING

Choosing the right air conditioner is important to ensure your office is cooled without using excess energy and with minimal impact to the environment.

Upgrading to modern split HVAC with dual inverter

- Energy savings of up to 53%
- Faster cooling & lower vibration

Choose HVACs with high SEER ratings

- The higher the SEER (Seasonal Energy Efficiency ratio), the less energy it will use

## ENERGY EFFICIENCY: OTHER

- Choose inkjet printers, copiers, and multi-function devices as they use less energy than laser technologies and have a lower overall life-cycle environmental impact. Inkjet devices are most appropriate for low to moderate printing volumes.
- Eliminate individual printers and use central office printers or multifunction printers instead.
- Activate power management settings on computers, printers, and photocopiers to put equipment into 'sleep' mode after a period of inactivity.



# SUSTAINABLE TRANSPORTATION

- Consider electric or hybrid vehicles for fleet.
- Increase staff engagement on using sustainable alternatives to driving to work including telecommuting, carpooling, shuttles, bicycling, walking, and using public transit. Ways to do this may include the following:
  - Bike Share Programme: Invest in 2-3 bikes and a bike rack which staff can freely use.
  - "Walk/Bike to work week" with recognition/certificate/prize for completion.
  - Have a commuting habit survey to collect travel data of employees and increase awareness.
  - Subsidize public transport cards for employees to match the benefit of free parking spots for employees who drive.



# WASTE REDUCTION/RECYCLING

- Provide recycling bins to segregate waste into a minimum of paper, plastic, cans and glass. Educate staff on how to segregate waste and use signage.
  - ➡ Solution Provider: **Imdaad; Recycling Services Oman; Outgreens Egypt**
  - ➡ E-waste Solution Provider: **Efate E-waste Management Company**
- Reduce single-use items such as kitchen supplies and water bottles by providing company reusable water bottles, mugs, cutlery and containers.
  - ➡ Solution Provider: **One Modern World**
- Invest in hand dryers in washrooms instead of paper towels.
- Make double-sided printing the default on printers to reduce paper waste & save costs.
- Use green cleaning products that have compostable/recyclable/refillable packaging & can increase employee well-being due to lack of chemicals/toxins.
  - ➡ Solution Provider: **Green Touches**



# SUSTAINABLE PURCHASES



Bambuyu is a range of toilet paper made from 100% bamboo, a highly sustainable and renewable resource.



Beanboat is an online platform connecting coffee farmers in Colombia with consumers around the world, increasing profits of farmers and reducing costs for consumers.



One Modern World is the trusted business partner for premium green products and packaging improving corporate sustainability.

blue terra



Blue Terra is an online conscious marketplace for ethical and sustainable products.

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# EFFICIENT WATER-USE and DRINKING WATER

- Invest in water-efficient fixtures such as dual flush toilets, faucet aerators, and timed/sensored fixtures.
  - ➔ Solution Provider for aerators: **Earth Fokus**
- Engage staff in water conservation efforts by raising awareness on SDG 6 (Clean Water and Sanitation) or creating social involvement opportunities like celebrating World Water Day (March 22 every year) by taking the water challenge.
- Go #OffTheBottle and reduce drinking water costs by investing in water filtration systems for drinking water.
  - ➔ Solution Providers: **Liquid of life; Water Club**

# STAFF ENGAGEMENT

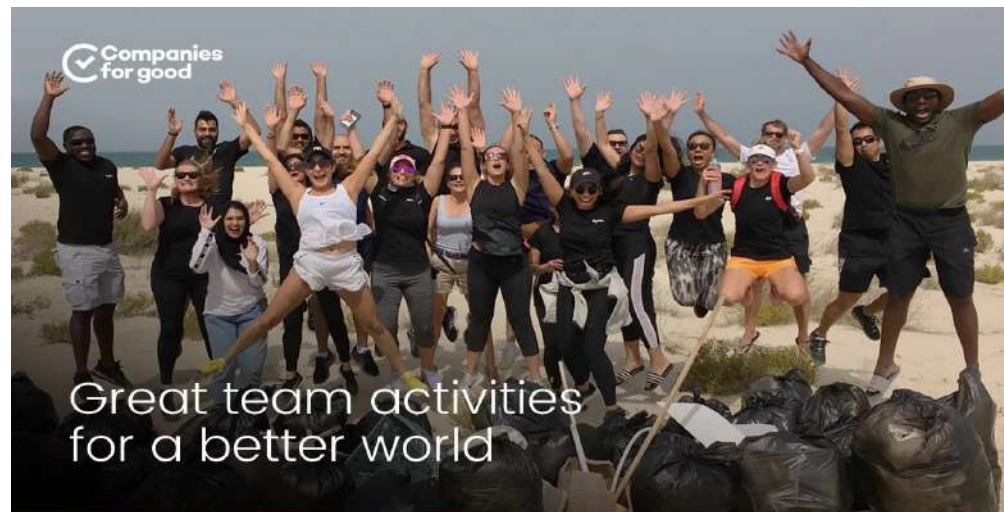
- Increase environmental awareness in the workplace through interactive seminars that educate employees on personal contributions & generate ideas for the workplace.

➔ Solution Provider: **Globally**

- Encourage friendly competitions by giving recognition/rewards for valuable sustainability efforts & achievements.
- Ask staff to calculate their carbon footprint to raise environmental awareness : <https://www.carbonfootprint.com/>
- Offer proper training for employees on waste segregation, energy & water-use.
- Use engaging signage on light/HVAC controls, waste bins, water faucets, etc.
- Modify dress codes to allow higher set points on HVAC. For example, with suit & ties, HVAC will be set at 2°C cooler.
- Volunteer as a team with a local environmental association.

# SOCIAL SOLUTION PROVIDERS: STAFF ENGAGEMENT

- Sustainable Mindz: A CSR consulting service which can support you in developing/ implementing CSR programs, communicating sustainability, engaging stakeholders, & improving employee well-being.
- Companies for Good: Offers fun, engaging team activities around sustainability, both virtually and on-the-ground.



# SOCIAL SOLUTION PROVIDERS: STAFF WELL-BEING

- Saaya Health: Offers mental health tools, which are culturally geared towards the Middle East, to reduce employee stress and improve productivity.
- T-green Life: Offers staff wellbeing programs using plants and yoga, as well as, consultancy & maintenance services for indoor and outdoor greenery.
- Safe Space: Offers live webinars and uplifting content created by mental health professionals to give your employees the tools they need to live happier, healthier, and more productive lives.



**We Make  
Mental Health  
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THANK YOU!



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