

# OFFICE CHECKLIST



## Office Ecological Footprint Calculator

The Ecological Footprint Calculator measures resource consumption and converts this to the amount of land needed to supply the resources and assimilate the waste generated. It may help you identify the environmental impacts of everyday activities and encourage progress towards more sustainable practices. The following questions require information about the types and amounts of products and resources used in your office, enabling you to estimate how many global hectares are required to support the activities of your work place. In other words, what sort of Footprint are you leaving on the planet Earth.

### Further Information:

EPA Victoria  
Telephone: (03) 9695 2722  
Email: [eco.footprint@epa.vic.gov.au](mailto:eco.footprint@epa.vic.gov.au)  
[www.epa.vic.gov.au/ecologicalfootprint](http://www.epa.vic.gov.au/ecologicalfootprint)

<b>COMPANY NAME</b>	
<b>LOCATION</b>	
<b>SPECIFIC MONTH OR AVERAGE MONTHLY RESULTS</b>	

### BUILDING

The following questions ask for information about the floor space of your office as well as building construction and maintenance. The calculator can then apportion the environmental impact of the overall building to your specific office use. Your facilities manager should have this information (it may be referenced in the leasing agreement).

<b>1</b>	<b>What is the floor area occupied by your office?</b> Include all levels and floor space.	Square metres
<b>2</b>	<b>How many levels or storeys is the building in total?</b> The Ecological Footprint will be apportioned based on the number of levels occupied by your office.	Number of levels
<b>3</b>	<b>Do you have information about any green design features of the building?</b> To answer yes to this question you need to list percentages for the following:	YES / NO %
	Recycled aggregate in concrete	
	Average percentages of extenders in concrete (fly ash or slags)	
	Use of second hand building materials	
	Use of recycled building materials	
<b>4</b>	<b>What is the ground area of the base of the building?</b> Include total built area of the building, not just your area. Exclude outside areas - gardens, driveways etc	Square metres
<b>5</b>	<b>What area outside the building is associated with gardens/driveways/car parking?</b>	Square metres
<b>6</b>	<b>What is the expected life of the building?</b> Information about the buildings construction may include life expectancy data. If you don't know estimate 80 years (the average life expectancy of a building in Australia).	Year(s)
<b>7</b>	<b>How many employees work in your office?</b>	Full time equivalent staff



## ENERGY AND WATER

Your electricity, gas and water bills will provide information on kWh, MJ and Litres - units required to complete the questionnaire. You will need to estimate consumption per month for each utility item. Your facilities manager may have itemised billing information, alternatively you will need to estimate an appropriate percentage based on total building consumption.

8	<b>How much electricity does your office use per month?</b>	kWh/ month
9	<b>Does your office purchase energy supplied from renewable sources such as wind or solar, that is Green Power?</b> Enter the percentage as a proportion of your total energy supply.	% of total energy supply
10	<b>How much natural gas does your office use per month?</b>	MJ/ month
11	<b>How much water does your office use per month?</b>	Litres/ month

## FOOD EXPENDITURE

Check with your accounts department or purchasing officer if there are financial codes under which these purchases are recorded, they may be searchable in your organisation's financial management system

12	<b>Please estimate expenditure on the following:</b>	\$/month
(a)	<b>How much does your office spend on catering and business lunches per month?</b> This includes ordering in food for meetings and going out for company lunches for example.	
(b)	<b>How much does your office spend on beer, wine &amp; spirits per month?</b>	
(c)	<b>How much does your office spend on milk per month?</b>	
(d)	<b>How much does your office spend on tea, coffee, sugar &amp; biscuits per month?</b>	

## TRAVEL TO AND FROM WORK

This section asks how people travel to and from the office. Enter the number of return trips per month for all employees using the different modes of transport, e.g. 30 people x 20 return trips per month = 600 return trips. **Please exclude travel to and from work by company car as this will be covered later in Q15.**

One way to obtain this information is by regular 'TravelSmart' surveys. This joint government initiative supports smart choices about different transport options to reduce greenhouse gas emissions. Further information is available at [www.travelsmart.gov.au](http://www.travelsmart.gov.au). Alternatively you could conduct an office survey.

13 (a)	<b>How many staff travel by car (no passengers)?</b>	Number of return trips per month
(b)	<b>How many staff travel by car (with passengers)?</b>	
(c)	<b>How many staff travel by bus?</b>	
(d)	<b>How many staff travel by rail?</b> (tram/ light rail/ train)	
(e)	<b>How many staff travel by motor cycle?</b>	
(f)	<b>How many staff travel by scooter?</b>	
(g)	<b>How many staff travel by bicycle/ walking?</b>	



## TRAVEL WHILE AT WORK

How do employees get to and from meetings for example? Enter the number of return trips for the following modes of transport per month. You might collect this information via a survey during a particular month or track usage through purchasing records of public transport tickets. You will notice that personal use of cars is not included here as this will be reflected in the Personal or Home Footprint Calculator results.

Vehicle types
<p><b>Hybrid (4.5 - 6 litres)</b> A hybrid vehicle combines electric power with fuel (gasoline or petrol) technology to achieve greater efficiency, allowing you to travel further with less fuel input.</p>
<p><b>Small (6.5 - 9 litres)</b> &lt; 6-cylinder (e.g. small hatchback)</p>
<p><b>Medium (9 - 15 litres)</b> 6-cylinder (e.g. small to medium sedan)</p>
<p><b>Large (more than 15 litres)</b> &gt; 6-cylinder (e.g. 4-wheel drive, V8 or people mover)</p>
<p><b>Motor cycle</b></p>
<p><b>Scooter</b></p>

<b>14</b>	<b>At work, how many return trips are made using the following modes of transport?</b>	Number of return trips each month
<b>(a)</b>	<b>Public transport</b>	
<b>(b)</b>	<b>Taxi</b>	
<b>15</b>	<b>Does your office own or lease company vehicles (car or motor cycle/scooter?)</b> Include information for fully maintained vehicles i.e vehicles in a car pool and vehicles provided as part of a salary package. If YES please complete parts (b), (c) and (d)	YES / NO
<b>(a)</b>		
<b>(b)</b>	<b>Which of the following information do you have</b> (select one option) (i) How much your office spends on fuel <b>OR</b> (ii) How far people in your office travel by car or motor cycle/scooter	\$ spent on fuel <b>OR</b> kms travelled
<b>(c)</b>	<b>Enter amount spent on fuel per month OR kilometres travelled per month depending on selection for (b)</b> (enter details for only one option)	\$/month
	Total amount spent on fuel for the office	
	Total kilometres travelled for the office	km/month
<b>(d)</b>	<b>Complete the following table</b> Percentage of 'Office Use' refers to the vehicles proportion of use in comparison to the other vehicles in the fleet. When adding the percentage use together you should have a total of 100%. For example: 4 small cars may be used for 90% of the travel and 2 large cars for 10%.	

Vehicle type (see list left)	Number of vehicles	% of total office use	Fuel type used	Fuel price per litre	% of travel with more than driver only

<b>16</b>	<b>How many kilometres do staff in your office travel by airplane for business purposes each month?</b> Try asking your office travel agent. Alternatively allocate 750km for each hour of domestic air travel and 1000km for each hour of international air travel.	km/year
<b>(a)</b>	<b>International Flights</b>	
<b>(b)</b>	<b>Domestic Flights</b>	

## CONSUMABLE ITEMS

Check with your accounts department or purchasing officer if there are financial codes under which these purchases are recorded, they may be searchable in your organisation's financial management system.

<b>17</b>	<b>How much paper manufactured in Australia does your office purchase per month?</b> Estimate use per month or divide an annual amount by 12. Include paper used in copiers, printers and fax machines, notebooks and note pads. 1 ream of paper (500 sheets) at 80gsm is equal to approximately 2.5kg.	kg/month
<b>(a)</b>		
<b>(b)</b>	<b>How much imported paper does your office purchase per month?</b> Check if paper is sourced from overseas by consulting your office's purchasing officer or specifications on the packaging label.	kg/month
<b>(c)</b>	<b>What is the average recycled content across all office paper purchased per month?</b> Consult your office's purchasing officer or specifications on the packaging label. Provide an average percentage across all paper purchased (Australian and imported). For example: 50% of paper purchased may have a recycled content of 80% and 50% may have no recycled content therefore the average is 40% recycled content.	%



## CONSUMABLE ITEMS CONTINUED

Check with your accounts department or purchasing officer if there are financial codes under which these purchases are recorded, they may be searchable in your organisation's financial management system.

18	<b>How much does your office spend on printed materials and publications produced on behalf of your organisation per month?</b> This includes printed products that are produced for your office externally, for example an annual report sent out for publishing.	\$/month
(a)	<b>What percentage of the printed materials and publications is made from recycled content?</b> Estimate an average percentage.	%
19	<b>How much does your office spend on subscriptions to publications per month?</b> This includes items such as magazines, newspapers and journals.	\$/month
20	<b>How much does your office spend on computers and printer equipment per month?</b> This includes photocopiers, facsimile machines, printers, computer terminals & screens and other hardware but not software.	\$/month
21	<b>How much does your office spend on other stationary?</b> This includes items such as pens, staplers, post-its and folders.	\$/month

## RECYCLING

These questions ask for information about how much waste is generated by your office in order to measure how much land is required to assimilate this waste. The Ecological Footprint Calculator will assign credits against the items that are recycled.

22	<b>What percentage of paper used in your office is recycled?</b>	%
(a)	Only include percentage of office paper recycled.	
(b)	<b>What percentage of cans and bottles is recycled?</b>	%
(c)	<b>What percentage of IT equipment is recycled or reused?</b>	%
(d)	<b>What percentage of toner cartridges is recycled or reused?</b> Include all toner cartridges that are recycled for example those used for fax machines, printers, and photocopiers.	%

## NEXT STEP

Now you have all the necessary information to complete the Ecological Footprint Calculation for your office, return to the EPA Victoria website and use the appropriate link to calculate the amount of land needed to sustain your work place. You can then refer to some of the tips for reducing the environmental impact of your office. You could also use your calculation to encourage others in your office to take a moment to think about the impact they have on the Earth, and how you might all work together to make your work place more sustainable.

## RESULTS

Once you have used the calculator to obtain your results record them here

<input type="text"/>	Global Hectares
<input type="text"/>	Soccer Fields
<input type="text"/>	GHA per employee