Identifying opportunities to create your circular office

This document is intended as a self-assessment audit of circular office opportunities in your organisation. For each statement, please tick to indicate whether you already have this in place, if it is an opportunity, or if it is not possible to implement in your organisation.

You should include functions which are carried out by sub-contractors in your office functions, e.g. catering, front of house.

Refer to the Directory of Circular Office Solutions Providers to identify organisations that may be able to help you achieve these opportunities.

Identifying opportunities

Organisation name

	In place	Opportunity	Not possible	Notes
ICT equipment				
Do you look to repair existing or upgrade equipment before looking to replace it?				
When equipment is no longer able to be used by your organisation is it refurbished (if needed) and sold to other organisations or your employees?				
Do you encourage / incentivise / facilitate the use of employees				

personal IT equipment (e.g. phones) rather than requiring company equipment?				
Do you use recycled toner cartridges and return your toner cartridges for refill?				
Waste management				
Do you have effective communications to your employees about recycling?				
Do you incentivise good employee habits?				
Do you provide opportunities for staff to bring in items from home, e.g. IT equipment, clothing, to recycle at work?				
Is paper waste collected separately for recycling into office-grade paper which you buy back in?				
Canteens and kitchens				
Do you have reusable glasses / mugs / plates / cutlery instead of single use items?				
Do you encourage staff to use / provide reusable coffee cups and water bottles ?				

Do you redistribute excess food, e.g. from meetings?				
Do you use organisations that convert food waste into biofuels e.g. Biobean?				
Do you seek to reduce the consumption of less sustainable food in catering for staff and events?				
Uniforms (e.g. contractors) / corporate t-shirts				
If you allow employees to keep corporate clothing, are they designed to be re-wearable e.g. discreet or removable corporate branding?				
Do you collect old uniforms when staff leave or when new uniforms are issued?				
Is old corporate clothing redistributed for reuse, or recycled?				
Do you have a contract with your uniform provider that requires them to take back old uniforms?				
Do you offer opportunities for employees to donate their old work clothes for redistribution?				

Fixtures and fittings				
Do you ask fit-out contractors questions about how they implement circular principles, and use this in your decision making process?				
When changing your office design do you first look for opportunities to re-use or remanufacture existing furniture?				
If reusing your existing furniture is not possible do you look for remanufactured or used options from other sources?				
If reusing your existing furniture is not possible do you ensure that the furniture which you are clearing is reused by another organisation?				
Miscellaneous				
Do you have systems in place for reallocating unneeded equipment, e.g. stationary, internally?				
Do you work with suppliers and contractors which provide additional social value, e.g. providing training and employment to disadvantaged groups?				

Do you seek to purchase products in recycled packaging, or which avoid using packaging? E.g. food packaging, cleaning product packaging				
Have you identified and implemented remote working opportunities to reduce the amount of time that staff must spend in the office?				