# Sustainability and Office Design

Dont just talk your talk,

walk your walk

Sustainability is about balancing our consumption, our technology choices and our population numbers in order to live within the resources of the planet. It means maintaining a stable and healthy environment for both humanity and biodiversity.

Many companies talk about it, but few actually know what it means or how to be sustainable. Here are 10 key considerations for creating a sustainable office environment.

## Key Considerations:

### 01
BREEAM
Select an Energy
Efficient Building

### 02
Ska Rating
Asses the Fit-out

### 03
Energy
Consumption

### 04
Maximise Natural
Day Light

### 05
Sustainable
Materials

### 06
Awareness

### 07
Recycle

### 08
Maintenance of
Equipment

### 09
Housekeeping

## 1. BREEAM – Select an Energy Efficient Building

BREEAM (BRE – Building Research Establishment EAM - Environmental Assessment Method) is an assessment process which identifies how energy efficient a building is. BREEAM sets the standard for best practice in sustainable building design, construction and operation.
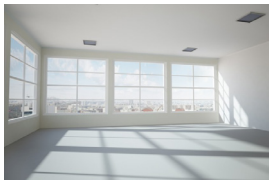
## 2. Ska Rating – Asses the Fit-out

The Ska Rating is an assessment scheme focusing on the elements of a fit-out and their impact on the environment. It measures issues such as waste, water, pollution, transport, materials, energy and carbon dioxide.

## 3. Energy Consumption

Consider which items in the work place might use up the most energy. Lighting, Air Conditioning and the IT equipment tend to use the most energy. By installing certain types of equipment or systems it would be possible to lower the energy consumption and may even reduce costs.

## 4. Maximise Natural Day Light

Using natural daylight is the best way to illuminate an office however it is not always possible. It is essential that the layout and space planning provide as much natural daylight as possible.

## 5. Sustainable Materials

The materials used to built or furnish your office space will have an effect on costs and on waste. Thinking sustainably is about choosing items that are environmentally friendly, biodegradable, recycleable and save energy.

## 6. Awareness

Everyone should be encouraged to take ownership of the environmental aspects of their workplace. Explain to them why it is important that you, as a company, work together to bring the energy costs down. Involve them in the process and make it a joint venture, ask them how they think you could all use less energy. Your employees are the people who are going to be making the everyday changes to help you save money.

## 7. Recycle

Recycling is something that almost everyone does at home and most people don't mind doing at work if there are facilities for that. During your project, think about the process for disposing of items not needed and how packaging is treated. Maintain the recycling efforts after your project has finished by implementing a recycling policy.

## 8. Maintenance of Equipment

Electrical and IT equipment such as photocopiers, computers, display terminals produce a significant amount of lost energy. To reduce the amount of energy lost regularly service and keep them in optimum condition and turn off when not being used.

## 9. Housekeeping

Simple things like turning off lights and closing doors will help sustainability. Checking the temperature on thermostats and servicing the heating system will help reduce costs. Providing recycling facilities will encourage staff to be more aware of reducing their carbon foot print.