

PURCHASING WORKSHOP

Furniture and Flooring

Priority Areas

1. Disposal / Re-use of unwanted office furniture
2. Flooring
3. Lighting
4. Computers / Electrical Equipment
5. Redecoration
6. Head office vs local office



Some responses

- The **Croydon ARC** (Appliance Re-use Centre) can take white goods from offices and small quantities of furniture. Contact details 020 8662 8002 or email: info1@arc-croydon.org.uk
- You can get a list of **local charities** which you can donate furniture to and a list of **IT-recycling companies** by emailing info@envibe.co.uk
- For **larger office re-furbishments**, www.green-works.co.uk will collect large quantities of office furniture
- **Sustainable** and recycled content **furniture** can be sourced through www.blueline.uk.com (note - they re-use some furniture collected by Green Works)
- In trying to **implement activity at a local office** level it can be helpful to identify the head office environment policy (in most cases there will be one) and assert that in the local environment. Also, if in a shared office block, it can be helpful to work alongside other businesses collaboratively to move forward activities like introducing shared recycling facilities.

Office Stationary and Consumables



Priority Areas

1. Recycled Paper - issues such as costs more, poorer quality, 'recycled' blemishes
2. Toner Cartridges - issues such as poorer quality / leaky and does the manufacturer's guarantee still stand?
3. Pens & Pencils

Some responses

- **Educate** that recycled paper is no longer an issue in printers and is generally cost comparable
- Gain and compare **tenders**
- **Reduce** unnecessary printing - online communications, emailed bills, electronic document management systems (and enforce process), double sided and 2 to a page when print required.
- Contact **cartridge recyclers** such as local ENVIBE member Cartridge World, 11 Katharine Street tel 020 8681 1122 or email cwcroydoncentral@cartridgeworld.org . They will be more familiar with individual manufacturer requirements and can provide cost comparisons (re-filling and re-using (closing the loop) is significantly cheaper than buying new)

- Recycled pens, pencils and other products, such as those produced by www.remarkable.co.uk, or www.saveacup.co.uk can be used for company advertising eg logo and slogan applied

Catering

Priority Areas

1. Drinking Facilities - issues - plastic cups and purified H2O
2. Cutlery - plastic / steel? Issue of pilfering with latter?
3. Paper Napkins - contaminated after use
4. Washing facilities - hand wash or dish wash

Some responses



- Use mugs instead of plastic cups, or if plastic cups to be used link in with www.saveacup.co.uk or the vending supplier to recycle
- Add filtration to the mains water supply for drinking water to reduce use of plastic bottles and associated transportation - significant cost savings too
- Buy recycled content napkins. Use dispenser to reduce quantities used
- A full dishwasher at the end of the day uses less water than lots of '1 cup rinsing'
- Whichever form of washing used, enviro/biodegradable products can be used eg www.ecover.com

For more information about any of these areas, please contact either info@envibe.co.uk or www.londonremade.com who facilitated the workshop