

# Are you a Swin Green Office?

A Swin Green Office

1. [Buys recycled paper](#) through OfficeMax
2. [Activates 'Power Save' options](#) on computer monitors
3. Turns off lights when leaving the room
4. Turns off photocopiers and printers overnight
5. Puts [glass, plastic & cans](#) in red wheelie bins for recycling
6. [Buys recycled](#) or reusable stationary where possible
7. [Recycles toner cartridges](#) in the 'Cartridges4Planet Ark' bins
8. [Has reusable mugs](#) & crockery available for staff
9. [Uses reusable crockery](#) for meetings
10. Uses public transport or cycles to work when they can

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For more about  
Swin Green Office

