

Green Office Waste Reduction Plan



How to use this table

Set your waste reduction target in the 'Goal for this month' box below

Add names of items you use/consume in the left-hand column below under the appropriate category names

Fill in relevant numbers in the grey cells below for each week of each month

Item totals and Week totals will automatically calculate & appear in the Month Review box at right, and on p2

Regularly monitor the totals, Month Review box, and charts on p2 to gauge your progress

Recommendation: Update this table at the end of each day.

Goal for this month: 5% reduction

AIMS

Reduce power consumption

Reduce plastic

Aim for paperless operations

Reduce, Recycle and Reuse

ADD MORE?

Month Review		
	# items used	% change
August	205	
September	346	69%
October	539	56%
November	300	-44%
December	193	-36%

CATEGORY / ITEM	August					Tot	September					Tot	October					Tot	November					Tot	December					Tot
	Wk1	Wk2	Wk3	Wk4			Wk1	Wk2	Wk3	Wk4			Wk1	Wk2	Wk3	Wk4			Wk1	Wk2	Wk3	Wk4			Wk1	Wk2	Wk3	Wk4		
Office items																														
Printer paper - reams		5			5					0		100			100					0	20					20				
Printer ink cartridges					0			20		20					0			150		150						0				
ADD ITEM	5				5		40			40					0	1				1	7					7				
ADD ITEM					0			65		65					0					0						0				
ADD ITEM					0					0		200			200		6			6	54					54				
				Total	10				Total	125				Total	300				Total	157				Total		81				
Kitchen / Food / Drinks																														
Plastic bottles					0		80			80					0					0						0				
Plastic cups	15				15					0		65			65			35		35						0				
Cans		30			30					0					0	9				9		25				25				
Disposable food trays			10		10					0		54			54					0						0				
Single use plastic bags					0					0					0					0						0				
				Total	55				Total	80				Total	119				Total	44				Total		25				
Energy (000 yen)																														
Power usage - total				100	100				75	75				54	54				48	48				60		60				
Air conditioner				25	25				21	21					0					0						0				
ADD ITEM					0					0					0					0						0				
ADD ITEM					0					0					0					0						0				
ADD ITEM					0					0					0					0						0				
				Total	125				Total	96				Total	54				Total	48				Total		60				
Marketing																														
Printing					0			20		20		54			54		41			41						0				
Packages	15				15		25			25			12		12			10		10	22					22				
ADD ITEM					0					0					0					0						0				
ADD ITEM					0					0					0					0				5		5				
ADD ITEM					0					0					0					0						0				
				Total	15				Total	45				Total	66				Total	51				Total		27				
Week / Month Totals	35	35	10	125	205	0	145	105	96	346	0	408	77	54	539	10	47	185	58	300	103	25	0	65		193				

MONITORING

NOTES

Which categories are improving?

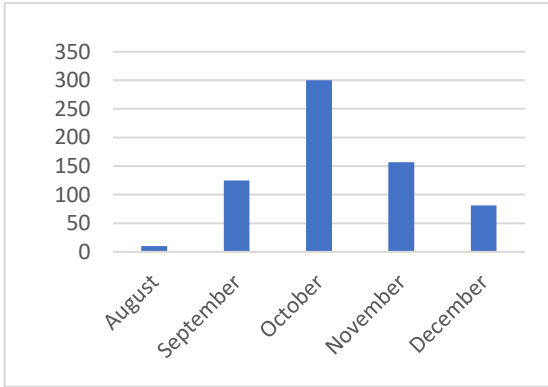
Which categories need extra work?

NOTES + NEXT STEPS

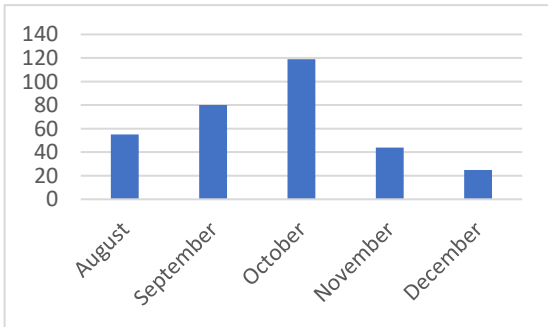
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PROGRESS

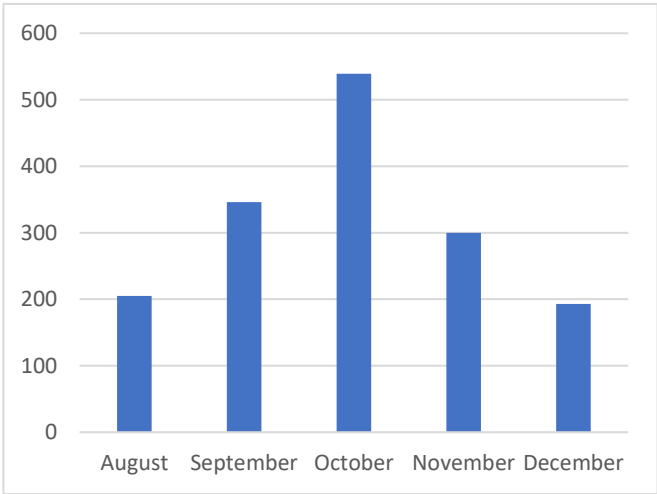
Office items



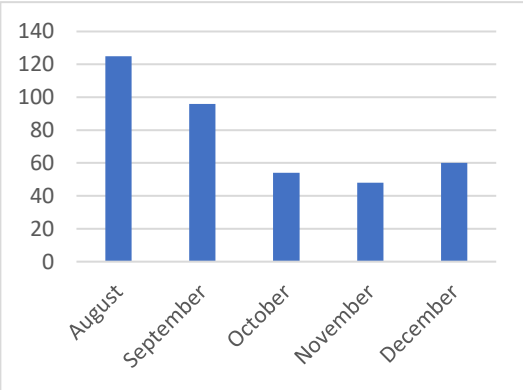
Kitchen / Food / Drinks



Monthly Progress



Energy (000 yen)



Marketing

