

Small changes  
made by  
everyone will  
make a massive  
impact overall



## Swaps for a More Sustainable Office

Writing Instruments

- Swap to refillable pens

Water fountain

- Get rid of disposable cups

Stationery

- Swap to reusable notebooks

Cleaning Products

- Swap to refillable products

Bathrooms

- Go back to soap and towels

Review

- Conduct a plastic audit and identify other swaps to make

Energy

- Switch to an energy from renewable sources



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