



Sustainability Check List

Green Printing



Green printing is a good way to reduce waste, prevent the cutting of trees, and minimise the quantity of printer ink used - reducing our impact on the environment and saving money.

- Do not print unless necessary.**
- Order environmentally responsible paper (FSC certified & recycled).**
- Recycle used toner and printer cartridges.**
- Set printer default to double sided and grayscale.**
- Recycle all paper, using a print room paper bin or a recycling bins under each desk.**
- Turn off printers at the end of the day.**