

<b>OFFICE &amp; PRE-PRODUCTION</b>	<i>Insert production or company name</i>
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*Every production is different, so some of the suggested actions in this checklist may not be relevant for your particular circumstances. If this is the case, just use the ones that are appropriate and add further items if you need to.*

<b>ACTION</b>		<b>DETAILS OF MEASURES TAKEN</b>
<b>Energy</b>		
Choose equipment with the lowest energy consumption	<input type="checkbox"/> Yes	
Choose equipment manufactured with the lowest use of energy and materials	<input type="checkbox"/> Yes	
Consider shared office facilities to reduce energy and resource use	<input type="checkbox"/> Yes	
Adjust heating and air-conditioning thermostats to minimise energy use	<input type="checkbox"/> Yes	
Switch off all equipment when not in use	<input type="checkbox"/> Yes	
Unplug any equipment which draws 'vampire' power when switched off	<input type="checkbox"/> Yes	
Install energy efficient lighting	<input type="checkbox"/> Yes	
Buy electricity from a renewable source	<input type="checkbox"/> Yes	

**Supplies**

Use file-sharing and downloads rather than DVDs and tapes	<input type="checkbox"/> Yes	
Avoid printing documents unless essential - use e-mail, USB drives and web-based document sharing	<input type="checkbox"/> Yes	
Use electronic documents and materials for pitching, treatments and submissions whenever possible	<input type="checkbox"/> Yes	
Use only recycled or FSC certified paper and card	<input type="checkbox"/> Yes	
Print double-sided	<input type="checkbox"/> Yes	
Use vegetable or non-toxic ink	<input type="checkbox"/> Yes	
Replace disposable cups, plates and cutlery with reusable washable ones	<input type="checkbox"/> Yes	
Replace bottled water with refillable water bottles	<input type="checkbox"/> Yes	
Buy local produce and supplies	<input type="checkbox"/> Yes	
Buy in bulk to reduce waste in packaging and transport	<input type="checkbox"/> Yes	

Buy fair-trade and ethically produced food and supplies	<input type="checkbox"/> Yes	
Consider vegetarian options to reduce meat consumption	<input type="checkbox"/> Yes	
Buy furniture from sustainable sources - look for FSC certification	<input type="checkbox"/> Yes	
Buy environmentally friendly bio-degradable cleaning supplies	<input type="checkbox"/> Yes	
Compost green waste	<input type="checkbox"/> Yes	
Provide plenty of recycling bins and arrange regular recycling collections	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

**Travel**

Encourage use of bicycles, public transport and carshares for daily commuting	<input type="checkbox"/> Yes	
Work at home when possible to minimise commuting travel	<input type="checkbox"/> Yes	
Use videoconferencing or internet telephony to reduce travel	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

**Other**

Use electronic banking whenever possible	<input type="checkbox"/> Yes	
Ask all of your suppliers what their environmental policies are - adding your consumer pressure	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

Completed by:

Date:

Reviewed by:

Date:

Updated by:

Date:

Reviewed by:

Date:

Signature:

Signature:

Signature:

Signature: