GUIDE FOR OFFICES

Discover practical waste reduction solutions designed for the office environment. Whether you are in a cubical, conference room, or break room, these solutions are designed to help your company meet Boise's waste reduction goals.

CONDUCT A WASTE AUDIT
- Perform a comprehensive waste audit to identify the types and quantities of waste generated in the office and use the findings to inform waste reduction strategies.

SET INTERNAL WASTE REDUCTION GOALS
- Establish specific, measurable targets for reducing office waste and regularly track progress to motivate employees and demonstrate commitment to waste reduction.

ESTABLISH AN OFFICE GREEN TEAM
- Form a group of employees dedicated to promoting and implementing sustainability initiatives within the office, fostering a culture of environmental responsibility and waste reduction.

ENGAGE CUSTODIAL STAFF
- Train custodial staff to properly separate recyclables from trash to ensure materials are correctly sorted and diverted from landfills.

POST SIGNAGE ON WASTE CONTAINERS
- Clearly label all waste, recycling, and organics bins with signage to help employees correctly dispose of their waste, reducing contamination and improving recycling rates.

DONATE EXCESS FOOD
- Give leftover breakroom snacks, beverages, or food from office parties to local food pantries or shelters, reducing food waste and supporting the community.

SET UP AN OFFICE "SHARING CORNER"
- Create a designated area where employees can share unused office supplies, books, or other commonly used items, promoting reuse and reducing the need for new purchases.

REDUCE PRINTER PAPER AND PAPER TOWEL USE
- Encourage digital alternatives to printing and install efficient hand dryers to cut down on paper towel use, significantly lowering paper consumption in the office.

NEED ADDITIONAL ASSISTANCE?
- Sign up for a free on-site Waste Evaluation from Curb It! Our experts can help customize waste reduction solutions for your business.
- Business and Apartment Programs | City of Boise

LOOKING FOR MORE LOW WASTE TIPS OR HAVE QUESTIONS?
Contact Curb It by emailing CurbIt@CityOfBoise.org or calling 208-608-7136 (TTY: 800-377-3529)

BOISE
CITY OF TREES