

The Gainesville Zero Waste News

Zero Waste & You: Reducing Waste at the Office

Having a Zero Waste plan at the office is an impactful way to reduce environmental footprints, foster team engagement, and improve workplace sustainability. By implementing small yet effective changes in how we recycle and reduce waste, we can help create a cleaner, greener workplace.

1. Form an office “Green Team” with employees from all workplace sectors.

- ✓ Obtain support from management and custodial staff.
- ✓ Appoint an enthusiastic and dependable recycling coordinator.
- ✓ Determine what materials are going to be recycled.
- ✓ Select a certified hauler for the collection and transportation of recyclables.
- ✓ Promote the program with an official kick-off ceremony or memo from management.



2. Set up Effective Waste Stations.

- ✓ Strategically place recycle containers in locations where the waste is generated (i.e., copier rooms) and always try to pair a recycle container next to a trash container.
- ✓ Ensure recycle containers are distinctively, adequately labeled, and serviced regularly.
- ✓ Educate staff on what can (and can't) be recycled with posters, memos, and emails.

3. Starting Reducing Waste.

- ✓ Go Digital: Shift to digital documents and cloud storage to minimize paper usage.
- ✓ Set double-sided printing as the default on copy machines.
- ✓ Invest in refillable items like pens and soap dispensers.
- ✓ Provide employees with reusable water bottles, coffee cups, and food containers.
- ✓ Stock kitchen areas with reusable cutlery, plates, and glasses.

4. Minimize Food Waste

- ✓ Set up a compost bin for food scraps and partner with compost services to turn food waste into soil-enriching compost.
- ✓ Encourage mindful ordering by not over-ordering catering for events and ask caterers for eco-friendly packaging options.

For assistance setting up your workplace zero waste program, contact the City of Gainesville Solid Waste Division at waste@cityofgainesville.org or 352-334-2330.

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