# CHECKLISTS FOR GREENING YOUR OPERATIONS

The checklists offered in this document were designed for humanitarian and development workers and organisations that want to reduce the environmental impact of their operations, such as running their offices and managing logistics and procurement. Their purpose is to help you **quickly assess the extent to which your organisation already uses the most impactful and feasible measures relating to**:

* ensuring more eco-friendly transport
* reducing waste and managing it safely
* preserving water
* making purchases more sustainable
* saving energy

The results will help you decide which ‘greening’ measures you should focus on.

The checklists are part of a larger **package of resources designed to help organisations operate in a more eco-friendly manner**.Other resources in this package include a step-by-step guide on how to introduce various environmental measures in your organisation, an easy-to-use planning and reporting tool, and thematic guides. You can access these resources through [this website](https://www.civilsocietynow.org/resources/greening).

The checklists and additional resources are offered through the [Civil Society Now](https://www.civilsocietynow.org/) platform, which supports civil society organisations in developing their capacities. They were prepared in 2024 by [People in Need](https://peopleinneed.net/) to **increase the environmental sustainability of humanitarian and development operations**. The [Czech Development Agency](https://www.czechaid.cz/en) financially supported the development of these checklists.

If you have any questions or suggestions about the checklists, please contact petr.schmied@peopleinneed.net.


# CHECKLIST: ECO-FRIENDLY TRANSPORT

This checklist helps you quickly assess the extent to which your organisation already uses the measures promoted in our guide on more eco-friendly transport. Feel free to include in the checklist any other measures that were proposed by you or your colleagues. **Use the results** to decide which measures you will focus on.

**Prepared by**: …………………… **Date**: ……………………. **Office**: ……………….………….

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| --- | --- |
| **Measure** | **To what extent is it implemented?** |
| **Fully** | **Partially** | **Not implemented** | **Not possible to implement** |
| Have you discussed with your colleagues what your organisation will do to make its transport more eco-friendly? |  |   |  |  |
| Have you discussed with your colleagues how to reduce inessential travel? |  |  |  |  |
| If so, were any specific measures adopted?  |  |  |  |  |
| Do your staff have the skills and technologies required to facilitate meetings online? |  |  |  |  |
| Have you replaced some of in-person meetings with online meetings? |  |  |  |  |
| Have you considered introducing a clear home office policy?  |  |  |  |  |
| Has your organisation started using more eco-friendly types of transport?  |  |   |  |  |
| Are feasible rules for movement planning and carpooling in place and followed by the staff?  |  |  |  |  |
| Have you introduced measures to help staff commute to work in an eco-friendlier manner? |  |  |  |  |
| Has your organisation started using more eco-friendly types of vehicles? (owned / rented) |  |  |  |  |
| Has your staff been trained in fuel-efficient driving?  |  |  |  |   |
| Do you have an effective system for ensuring regular car / motorbike maintenance? |  |  |  |  |
| Do you monitor average fuel consumption?  |  |  |  |  |
| Have you introduced a policy asking staff to prefer flights with a lower carbon footprint?  |  |  |  |  |
| Do you organise events closer to where people live or work to reduce the need for transport? |  |  |  |  |
| Do you prioritise purchasing goods from local producers, where possible?  |  |  |  |  |

# CHECKLIST: ECO-FRIENDLY WASTE MANAGEMENT

This checklist helps you quickly assess the extent to which your offices already use the measures promoted in our guide on eco-friendly waste management. It is recommended to **use one checklist per office** in your organization. Feel free to include in the checklist any other measures that you or your colleagues proposed. **Use the results** to decide which measures you will focus on.

**Prepared by**: …………………… **Date**: ……………………. **Office**: ……………….………….

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| **Measure** | **To what extent is it implemented?** |
| **Fully** | **Partially** | **Not implemented** | **Not possible to implement** |
| Have you discussed with your colleagues what your organisation will do to produce less waste and manage it in a more eco-friendly way?  |  |  |  |  |
| Do you have an effective ban on using single-use items such as plates and cups?  |  |  |  |  |
| Do you have an effectively working ban on purchasing plastic bottles in place?  |  |  |  |  |
| Does your organisation offer alternatives to using single-use items and plastic bottles?  |  |  |  |  |
| Does your organisation specify in tenders how the goods should be packaged to minimise the amount of packaging-related waste and to use eco-friendly packaging?  |  |  |  |  |
| Does your organisation extend the lifetime of equipment by providing protective cases, regular service and repairs?  |  |  |  |  |
| Does the staff of your organisation avoid purchasing new equipment if existing equipment is functional or can be repaired?  |  |  |  |  |
| Does your organisation use reusable items extensively instead of single-use items? |  |  |  |  |
| Have you assessed your local waste disposal options – who collects which types of waste and uses it responsibly?  |  |  |  |  |
| Do all the offices segregate those types of waste which are locally collected and recycled? |  |  |  |  |
| Has your organisation introduced clear rules for the safe disposal of hazardous waste, including waste from vehicles? (e.g. oil, filters)  |  |  |  |  |
| Do you visibly display posters summarising the main waste-related rules and practices in all offices?  |  |  |  |  |

# CHECKLIST: SAVING WATER

This checklist helps you quickly assess the extent to which your offices already use the measures promoted in our guide on saving water. It is recommended to **use one checklist per office** in your organization. Feel free to include in the checklist any other measures that you or your colleagues proposed. **Use the results** to decide which measures you will focus on.

**Prepared by**: …………………… **Date**: ……………………. **Office**: ……………….………….

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| **Measure** | **To what extent is it implemented?** |
| **Fully** | **Partially** | **Not implemented** | **Not possible to implement** |
| Have you discussed with your colleagues what your organisation will do to save water? |  |  |  |  |
| Have you installed aerators in all bathrooms in all the offices to reduce the water flow? |  |  |  |  |
| If you use flush toilets, have you installed water-saving systems in all toilets? |  |  |  |  |
| Have you inspected water systems at all your offices for leaks and addressed them? |  |  |  |  |
| If people sometimes leave the taps on, have you considered using sensors?  |  |  |  |  |
| Have you reviewed how much water is used for cleaning offices and ensured that it is used efficiently?  |  |  |  |  |
| Have you reviewed how much water is used for washing vehicles and ensured that it is used efficiently?  |  |  |  |  |
| If you have a garden, have you ensured that it is watered early in the morning only? (unless a different approach is needed locally) |  |  |  |  |
| Have you considered installing a rainwater harvesting system? |  |  |  |  |

# CHECKLIST: SUSTAINABLE PROCUREMENT

This checklist helps you quickly assess the extent to which your organisation already uses the measures promoted in our guide on sustainable procurement. Feel free to include in the checklist any other measures that you or your colleagues proposed. **Use the results** to decide which measures you will focus on.

**Prepared by**: …………………… **Date**: ……………………. **Office**: ……………….………….

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| **Measure** | **To what extent is it implemented?** |
| **Fully** | **Partially** | **Not implemented** | **Not possible to implement** |
| Have you discussed with your colleagues what your organisation will do to make its purchases more environmentally friendly? |  |  |  |  |
| Have you prepared a list of goods / services that your organisation purchases in large quantities or are environmentally problematic?  |  |  |  |  |
| Has your organisation adopted “sustainability criteria” for deciding on a product’s sustainability? |  |  |  |  |
| For most of the prioritised goods / services, have you identified more sustainable alternatives, if available?  |  |  |  |  |
| Has your organisation adopted official rules regarding the purchase of sustainable products? |  |  |  |  |
| Are such rules included in any written guidance on procurement?  |  |  |  |  |
| Has your organisation trained its staff who make purchases on how to procure goods / services more sustainably?  |  |  |  |  |
| Are rules for sustainable procurement displayed visibly in the offices?  |  |  |  |  |
| Does your organisation use sustainability criteria during purchases, whenever possible? |  |  |  |  |
| Does your organisation’s staff specify in purchase requirements how goods should (not) be packaged to reduce the amount of packaging waste?  |  |  |  |  |
| Has your organisation ensured that its staff understand that avoiding unnecessary purchases is among the best ways to protect the environment?  |  |  |  |  |

# CHECKLIST: SAVING ENERGY IN OFFICES

This checklist helps you quickly assess the extent to which your offices already use the measures promoted in our guide on saving energy. It is recommended to **use one checklist per office** in your organization. Feel free to include any other energy-saving measures that were proposed by you or your colleagues in the checklist. **Use the results** to decide which measures you will focus on.

**Prepared by**: …………………… **Date**: ……………………. **Office**: ……………….………….

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| **Measure** | **To what extent is it implemented?** |
| **Fully** | **Partially** | **Not implemented** | **Not possible to implement** |
| Have you discussed with your colleagues what your organization will do to save energy? |  |  |  |  |
| Have you inspected offices for any heat / cool air losses caused by poor insulation?  |  |  |  |  |
| If so, have you addressed them?  |  |  |  |  |
| Have you agreed on effective ways to reduce the use of heating / air conditioning?  |  |  |  |  |
| If you use heating, have you assessed whether more eco-friendly types could be used instead?  |  |  |  |  |
| Do you ensure regular maintenance of heating and cooling systems? |  |  |  |  |
| Have you installed any solutions ensuring a greater use of solar energy?  |  |  |  |  |
| Have you considered alternatives to a short-term use of generators?  |  |  |  |  |
| If so, have you used such alternatives?  |  |  |  |  |
| Have you officially agreed on purchasing only efficient types of electronics?  |  |  |  |  |
| If so, has such a rule been integrated in a relevant policy? |  |  |  |  |
| Have you implemented sufficient measures to eliminate standby power consumption?  |  |  |  |  |
| Do you regularly remind colleagues to delete bulky data on the cloud and/or store data on a cloud that is powered by renewable energy?  |  |  |  |  |
| Have you adjusted the settings on all computers to ensure they enter sleep mode after a period of inactivity? |  |  |  |  |

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| Have you agreed on not purchasing fridges / air conditioning units using harmful refrigerants?  |  |  |  |  |
| Do you ensure regular maintenance of the office appliances? |  |  |  |  |
| Wherever possible, have you changed lights to efficient LED lights?  |  |  |  |  |
| Have you implemented measures to ensure that lights are not left on unnecessarily?  |  |  |  |  |
| Does the office use natural light sufficiently?  |  |  |  |  |