

## Office moves – sustainability guidance

The University is growing; we have an ambitious Campus Masterplan which includes many new buildings and major refurbishments. We also refurbish areas of the University as part of our Long Term Maintenance strategy and as such many of our staff will experience an office move as part of their time at the University.

We have created this guide to help staff move office sustainably. Consider the following actions well ahead of your moving date.

### Design

Ask your Project Manager or Faculty Estates representative to include the following criteria in the design of your new space:

- ☐ Replace lighting with LED lights which save energy and last longer.
- ☐ Specify water based low Volatile Organic Compound (VOC) paints.
- ☐ Specify carpet tiles which have recycled content and are 100% recyclable.
- ☐ Request that any timber used is FSC or equivalent.
- ☐ Use the Furniture Store and IT Reuse Centre where possible. See below for more information.
- ☐ Ensure appropriate waste and recycling facilities are designed into your new workspace.

### Disposal

#### Document Disposal

- ☐ If there are unwanted items that contain data you must consult the [Office moves - Data Protection Guidance](#) document to ensure you dispose of these responsibly.
- ☐ Ensure that all sensitive paper documents are either shredded in house or disposed of via [Shred-it](#), who handle our confidential and sensitive data disposal (see
- ☐ Your local DPG has a spreadsheet listing all shredding machines and Shred-it it consoles in your area, and will be able to direct you to the nearest one. If the job is of a larger scale, which requires several bags of documents to be disposed, you can contact Shred-it to arrange to come and collect them and shred them on site. If you go down this route, you must use the confidential waste bags provided by Shred-It and not use blue bags to dispose of confidential or sensitive data. Importantly, you must have somewhere secure to store the bags whilst you are waiting for them to be collected e.g. a locked room. For further information about Shred-it and the disposal of confidential waste see the [Environmental Services page](#).

#### Furniture Disposal

- ☐ Office moves create large amounts of unwanted furniture. Many of these unwanted items could be used again, either in the area you are moving to or elsewhere in the University.
- ☐ Speak to your Project Manager or Faculty Estates representative about options for reusing furniture in your new space.

- ☐ The University's Furniture Store helps to reuse furniture in the University and beyond. In 2015-16 the Furniture Store diverted 81 tonnes of furniture from landfill through reuse internally and with local charities. A further 79 tonnes was sent to our reuse partner UpManchester who upcycle or recycle this furniture for reuse elsewhere. This resulted in a saving of £180,000 for the University in new furniture and £115,000 for local charities.
- ☐ For further information on the Furniture Store including opening times see the [furniture recycling page](#).
- ☐ We ask that all staff consider using the Furniture Store for new furniture before ordering from external suppliers and that all unwanted furniture is sent via the store before disposal.
- ☐ Make sure that all furniture drawers and cupboards are fully emptied before removal – in particular please ensure any confidential information is removed and disposed of properly.
- ☐ Please ensure that the Furniture Store is given adequate notice before the moving date to handle any unwanted items of furniture.

## Upcycling Furniture

- ☐ The Furniture Store also offers a service for staff to buy refurbished office chairs at a reduced price. Our old chairs that are no longer fit for purpose are refurbished and sold back to the University for £35/chair. This results in cost savings for staff wanting new furniture and ensures resource efficiency.
- ☐ The University also uses a company called [Over2Hills](#) who can refurbish desks for staff. If the desks in your area need resizing then this company can provide this service at a reduced price when compared to buying furniture new.

## Reuse and Recycling

- ☐ All non-sensitive paper documents should be placed in blue bags for disposal – these will be recycled. Please see the paper recycling video for more details of this process. If you would like to request additional blue bags for your move please contact your local Building Supervisor/House Services staff. They are also able to supply wheeled containers for clearances of large amounts of paper, including magazines, periodicals and leaflets or books
- ☐ After you have sorted through your current space, spare folders and stationery can be reused in your new office space. If you no longer need these items, you could offer these out for reuse by colleagues in your building or to students. Please ensure the Data Protection Guidance is followed should you choose to send items for reuse.
- ☐ Ensure that all unwanted/redundant IT equipment is [collected by IT Services](#).
- ☐ Segregate any further electrical waste and ensure it is [disposed of via House Services/Campus Cleansing](#).
- ☐ For more information about how to recycle additional items in your office e.g. batteries, CDs and electrical items please see the [A-Z of Waste Types](#).

## Your notes

Remember, you can add additional evidence to your action plan at [www.manchester.ac.uk/10000actions](http://www.manchester.ac.uk/10000actions)