

Please refer to GCC's [Green Teams Guidelines](#) for more information and context about these suggested actions.

General tasks for any organisation:

-
- Arrange an initial meeting with colleagues interested in joining a Green Team. Discuss sustainability targets and proposed changes. Appoint roles and delegate tasks.

 - Schedule future meetings at regular intervals. Once a month is advised.
 - Review GCC's Report on Green Energy Tariffs.

 - Contact your energy supplier and find out if they are responsibly producing renewable energy. If not, change suppliers to one that does.

 - Adjust HVAC temperature controls to reasonable levels.
 - Introduce energy saving systems. Appliances on standby are wasting energy.

 - Upgrade lighting systems to 100% LED.
 - Introduce sensor lights wherever possible.
 - Make sure all lights are switched off at night.
 - Introduce water saving systems in bathrooms and kitchens.

 - If renting, speak to the landlord about these changes. Start the conversation today.

 - If you are based in a shared building, meet with the other tenants and include them in your plans.

 - Ensure recycling is done according to local state/council facilities and instructions.

 - Consult with a waste management company to get advice on how to improve waste systems appropriate for your region.
-

General tasks continued...

- Share the correct recycling procedure with colleagues and make the information available via signage.

- Join or start a Circularity Network so materials and equipment are shared and kept in use for as long as possible.

- Arrange dedicated waste collections for non-kerbside recycling.

- Avoid as much waste as possible going to landfill. If something is not Reused, Recycled or Repurposed it may end up in a natural environment.

- Exclusively use FSC sustainable paper stock for printing.

- Encourage colleagues to think before they print and reduce as much as possible.

- Introduce ban on single use plastics: cups, cutlery, pens, bags etc.

- Review stationary ordering to eliminate potential waste.

- Manage digital storage and make necessary changes to improve efficiency.

- Switch to refillable containers for kitchen consumables to eliminate plastic waste.

- Introduce or promote a cycle-to-work scheme.

- Review local and international courier services and make sure they are using green tariffs and services.

- Encourage colleagues to incorporate sustainability best practices at home.

Art sector-specific Actions:

-
- Review packaging material orders to eliminate potential waste.
 - Meet with shippers and logistics companies to discuss ways of reducing environmental impact.

-
- Communicate any changes within the team and wider associates, and share all information with them. If working with artists, explain why deadlines may be tighter in order to ship their work via sea. If working with collectors, explain why the packaging they receive will be reused rather than brand new. The vast majority of people will be grateful for these changes.

-
- If working with framers, ask them what steps they are taking to operate sustainably. Ask them not to use any unnecessary packing materials.

-
- Speak to fabricators about targets and the need to minimise waste.
 - Ask for information on the environmental impacts of the materials and processes they use.

-
- Speak to install technicians and fit-out builders to discuss ways of reducing waste.

-
- Consider upcoming events in an organisation's calendar. Plan travel and shipping well ahead to allow for sustainable alternatives. Prioritise train travel and sea freight. Any reduction in airplane use is a positive step.

-
- Use the GCC [Data Collection Template](#) spreadsheet to gather info for the annual carbon report. Make sure this is available on a shared server for all Green Team members.
-