


An aerial photograph of New Zealand's islands, showing the North and South Islands. The water is a deep blue, and the land is green with some brown patches. A black rectangular box is overlaid on the upper left portion of the image, containing white text.

TO MAKE NZ
THE MODEL
SUSTAINABLE NATION

FOR THE WORLD



**500+ Businesses all actively
working to shape the future
through better business.**

Active membership



Connect

- *Networking, learning, & sharing*
- *Sustainable Business Directory*
- *Access the latest tools & advice*



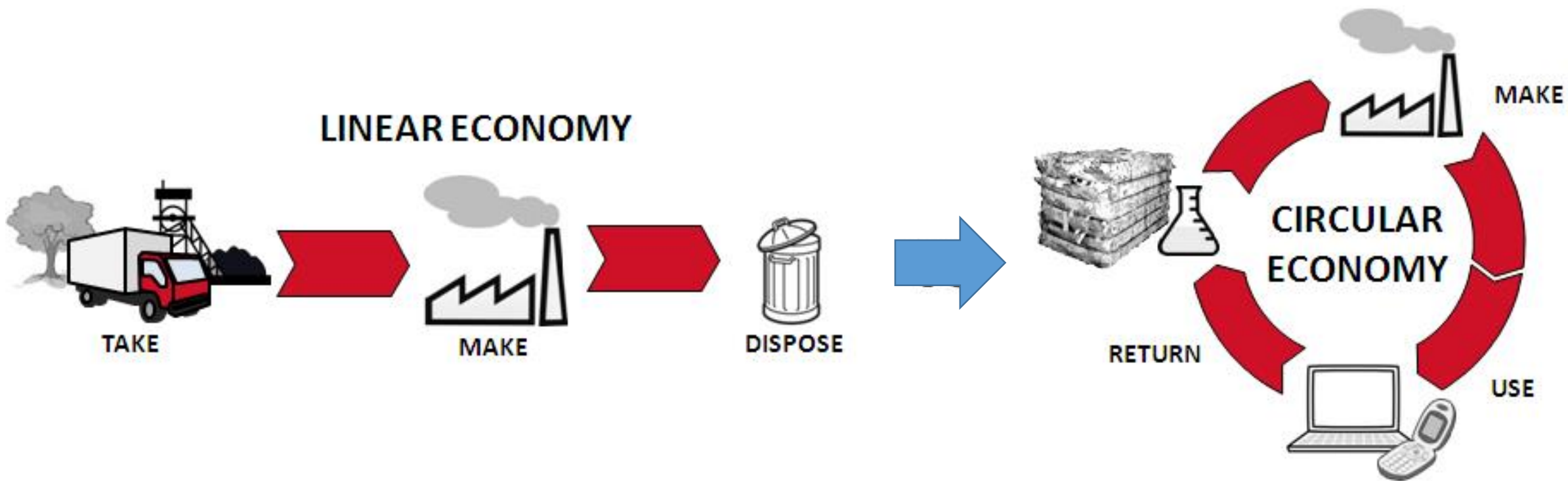
Inspire

- *Profile by Projects & Pioneering*
- *Succeed at National awards, conferences, forums*



Act

- *Project coalitions for new solutions*
- *Advisory*
- *Campaigns to move the market*



Circular Economy Model Office Guide



The what, why and how of designing out waste in office refurbishments and builds





Principles of CEMO:

- Reuse existing materials where possible
- Generated waste diverted from landfill
- End of life solution provided by suppliers for new materials



Industry collaboration

Architects, NZ Green
Building Council,
Specifiers, Council and
Suppliers

Circular Economy Model Office Guide

The what, why and how of designing out
waste in office refurbishments and builds



Stage 1 - Cataloguing and analysing existing materials

Materials that are currently available on site and are fit for purpose

Stage 2 - Design

The design principles that need to be employed to achieve a Circular Economy Model Office. This includes the selection of new materials

Stage 3 - Build

The processes and considerations that need to take place at the build stage as well as the 'how to's'

Stage 4 - Soft fit-out/furniture

The key considerations and 'how to's' for reusing furniture elements

Stage 5 - Review and evaluation

Measuring success

Circular Economy Model Office Guide

The what, why and how of designing out waste in office refurbishments and builds



Online resources

Existing materials matrix - project specific

Circular Economy Model Office Guide



Site:

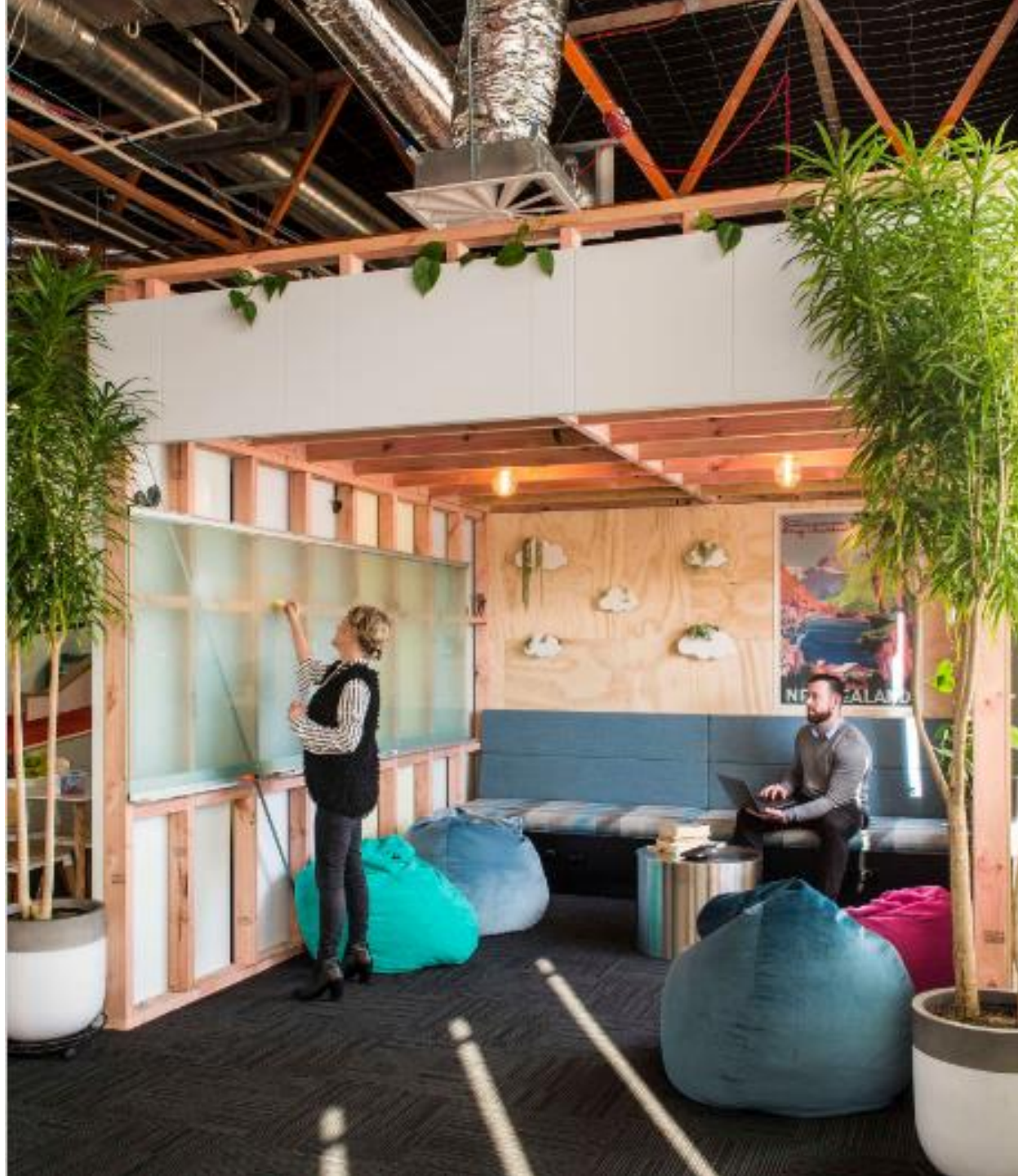
Existing materials - overview

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Category	Product	Quantity In situ	Number reused	How and where reused	Number repurposed	Repurposed (How and Where)	Number recycled	Recycled (How and Where)	Items remaining
Flooring	Carpet Tiles								0
	Carpet								0
	Vinyl (PVC)								0
	Linoleum								0
	Ceramic Tiles								0
	Wood								0
Ceiling	Composite Wood								0
	Fibre Tiles								0
	Metal Grid								0
Walls	Timber								0
	Plasterboard								0
	Wood Panels								0
	Glass								0
	Cement/concrete								0
	Stone/Brick								0
	Steel								0
	Timber Framing								0

Category	Product	Reuse Options	Repurpose Opportunities	Recycle Options
Flooring	Carpet Tiles	Particular areas in the floor tend to get worn - maximise the number of tiles that are reused by replacing non-worn ones from other areas of the floor.		Interface carpet tiles can be returned to Insize Commercial for recycling into new tiles under their accredited products stewardship scheme
		Steam clean		
	Carpet	Extend life by dying carpet	wool carpet can be used as a weedmat	wool carpet in the Auckland region can be fully recycled through the Flashbac recycling scheme run by Cavalier Bremworth – most usually for large scale commercial projects where replacement carpet is that
		Steam clean		
	Vinyl (PVC)	Can be Painted		
	Linoleum sheet	Can be restored		Non toxic - biodegradable
	Linoleum Tiles	When installed with releasable adhesive can be uplifted and reused		Non toxic - biodegradable
	Ceramic Tiles		Hard fill for landscaping	
		Remove and reuse	Panel Wall: cut to the proper height and install on walls as panel slats	North Shore Demolition
			Build furniture: table tops, cabinet, shelf, headboard,	Jacob Demo
		Sand and oil or varnish	Place it around doors and windows as moulding or along the bottom edge of walls as a baseboard	The Timber Recycling Co
			Cabinet refacing/cladding:	Waste Wood Management (non treated wood)
	Wood	Paint	Clad feature walls: To add texture	will re-sell or repurpose
			Make Decorative objects: frames for mirrors/pictures, storage boxes, wood artwork.	
				Waste Companies diverting wood from landfill to fuel,-







New materials criteria:

The supplier must provide an **end of life** solution ensuring all major components (more than 5% by weight) are reutilised or recycled.





PHOENIX



Circular Economy Model Office Declaration



Intent

- As much of the existing materials are to be reused in the office fit-out.
- All new materials used require an end of life solution (that excludes putting in landfill) as well as a minimum environmental standard.
- Waste generated must be diverted from landfill either being re-used or recycled.

Confirmation

This statement confirms that this room/building at _____

has achieved the following in the refurbishment/build:

_____ %/amount of original materials in situ where re-used
_____ % of new materials that have met the CEMO new product criteria
_____ %/amount of materials were diverted from landfill

I confirm all materials from the project have been logged and tracked and that the above information is accurate.

Name _____
Role in project _____
Organisation _____
Signed _____
Date _____

Smart Office Guide.

Best practice in sustainable workplace management



Smart Office

Workplace strategy and design
Energy efficiency
Information communications and technology
Document handling
Equipping your people
Waste and recycling

Smart Office

Thank you to **EECA** and other key contributors to the Guide
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The Misprint Co. and **Tork Professional Hygiene** (Equipping your people)
Abilities Incorporated, **The EcoPro Cleaning Co**, **Friendlypak** and **Method** (Waste and recycling)

How this guide works.



Right Now

Ready to go right now?
Make improvements now
with little or no budget



Right Investment

Ready to make a structured
approach? Get the most from
your time and money



Leading Edge

Want to get ahead of the pack?
Find out where smart office ideas
and technologies may be headed

Smart Office

Energy efficiency plan

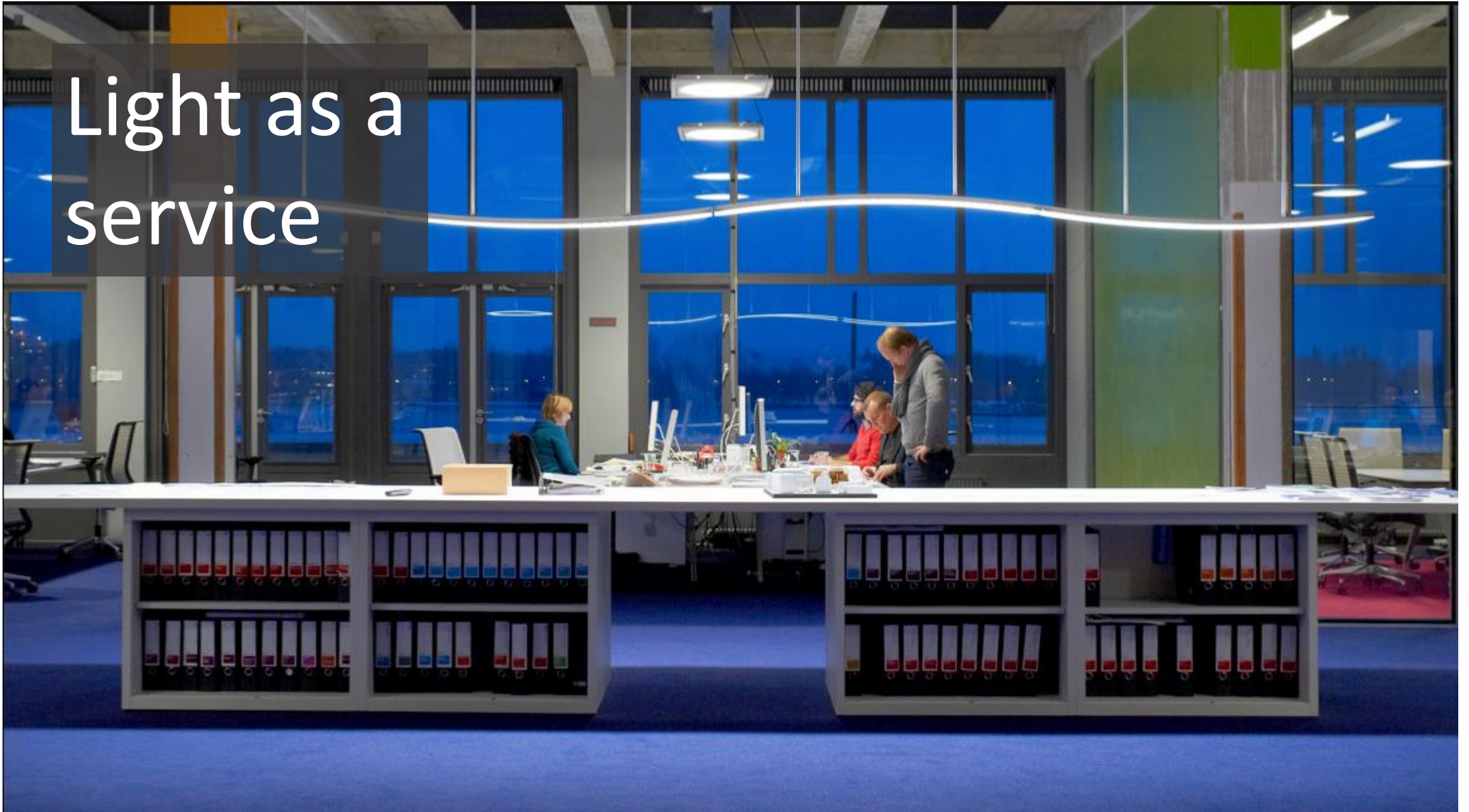
- Set an energy reduction target
- Outline the key actions that need to take place from your energy audit
- Gain senior level “buy-in” and allocate responsibility
- Make sure all staff are aware of the plan and what this means they need to do – communicate this in a positive and fun way
- Monitor, adapt and celebrate the wins.

‘Right Now’ to do list - Energy efficiency

Action	Done?	Notes on results
Basic walkthrough audit.		
Create your energy management plan.		



Light as a service



Li-Fi



11 Monitor your progress and share your success.

We want this information to catalyse action. We want to hear from you about the improvements the actions have made. Share your smart office successes with us so we can share with our Network. Act as inspiration for others to capture the benefits of a smart office approach.

Smart office results form	Key actions	Results	
Workplace strategy and design			
Energy efficiency		kWh saved/carbon emissions reduced	
ICT			
Document handling			
Equipping your people			
Waste and recycling		kg waste diverted from landfill/increased recycling rates	
Organisation		Completed by	



GET INVOLVED AND BE PROFILED

Download the
Circular Economy Model Office Guide
Smart Office Guide

Tools & Resources

www.sustainable.org.nz

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Smart Office Guide.

Best practice in sustainable workplace management

