

## OfficeMax NZ Ltd

## Target Sustainability Programme

### About the Company

OfficeMax NZ Ltd's principal activity is as a provider of office consumables to the commercial and retail sector. OfficeMax's Southern Regional office is located at Hickory Place, Hornby.

The site consists of two main sections, the Office, and the Distribution Centre (warehouse).

### Introduction to the Project

OfficeMax joined the Christchurch City Council Target Sustainability Programme in 2008. The Target Sustainability Programme supports business to reduce waste and to be energy and water efficient.

OfficeMax's objective at the time of joining the programme was to increase the amount of recycling and improve energy efficiency.

OfficeMax implemented a range of projects to reduce their waste sent to landfill and to improve their energy efficiency. OfficeMax have established the "RRR" (Reduce, Reuse, Recycle) Team to look at improving sustainability processes.

### Key Achievements

**Reduced waste sent to landfill by an estimated 83%**

**Increased recycling and food waste diversion by an estimated 39%**

**Reduced site electricity use by 4.5% and \$4,000/year**



OfficeMax's Office and Distribution Centre © Copyright

### Waste Reduction Initiatives

The estimated amount of waste sent to landfill in 2008 was 34 tonnes per year and in 2009 it was an estimated 6 tonnes. This is an estimated 28 tonne, or 83%, reduction in waste sent to landfill in 2009 compared to 2008 amounts.

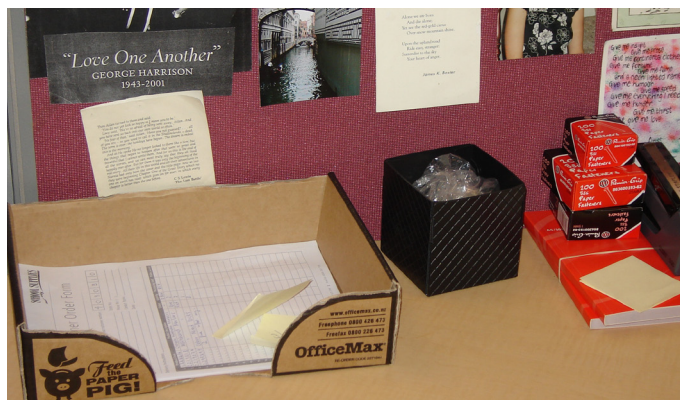
The estimated amount of recycling and food waste diversion in 2008 was 25 tonnes. The estimated amount of recycling and food waste diversion in 2009 was 35 tonnes per year. This is an estimated 10 tonne, or 39%, increase in recycling and food waste diversion in 2009 compared to 2008 amounts.

OfficeMax implemented the following initiatives to reduce, reuse and recycle their waste:

- Placed paper recycling collection units on each desk and next to each printer and photocopier to encourage paper recycling.
- Removed under desk rubbish bins and replaced them with small, on-desk, rubbish cubes.
- Reduce paper waste by using automatic duplexing on photocopiers.
- Reuse damaged reams of paper from the warehouse in the OfficeMax office.
- Use two Christchurch City Council co-mingled recycling bins for plastics, glass bottles and cans.

- Divert food waste from landfill to a hen farm.
- Send some damaged stock to Ronald McDonald House e.g. powdered drink in damaged tins.
- Improved the plastic wrap collection service by implementing staff training.
- Staff training is undertaken to educate staff on resource efficiency and for getting staff feedback.

OfficeMax will continue to undertake annual waste audits to look for further opportunities to reduce waste sent to landfill.



On-desk paper recycling collection trays and waste cube © Copyright

## Energy Efficiency Initiatives

In January 2010, OfficeMax implemented two energy efficiency programmes. The two programmes are:

- “Hit It Off” Campaign: The objective of the “Hit it Off” campaign is to encourage staff to reduce electricity use by turning off their computers and lights when they go home for the day and their computer monitor when they go for a lunch break, coffee or meeting
- Air conditioning control changes: This project reduced the air conditioning operating hours and temperature set points in winter and controls the air conditioning centrally so that staff no longer have control of individual areas.

### “Hit it Off” Campaign:

Based on discussions with the resource efficiency champion, to calculate the savings from the programme, the following assumptions were made:

- That 120 computers were left on unnecessarily for 2.5 hours per day and the average reduction in consumption of each computer is 30W.
- That 20 x 50W halogen lights operated for 3 hours per day unnecessarily.

Based on these assumptions, the estimated savings from the project are approximately 24,200 kWh/year, a 13% reduction in electricity consumption compared to the previous operation.

To ensure that staff are complying with the programme, OfficeMax undertake monitoring of the programme by auditing each work area. This is undertaken either early or late at night at least once every week and at least once per week at lunch time by a “RRR” (Reduce, Reuse, Recycle) team champion. Incentives such as team competitions and rewards are used e.g. a \$50 voucher for the best performing team. The “RRR” champion reports the percentage compliance results back to staff monthly on their team results.

## Results!!!

Well done Marvel and a great result for the site

Marvel	99%
Outlaws	97%
2470 Sales	96%
Top Guns	95%
Azure	95%
Sales Support	94%
2450 Sales	86%
2430 Sales	78%
DC	70%
Average Chch site	90%

PowerPoint slide reporting the April 2010 compliance results to staff from monitoring of the “Hit it Off” campaign  
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The May 2010 “Hit it Off” results indicate that during random audits throughout the month, 96.7% of staff switched off their monitor and anything else using electricity during their assigned breaks or during meetings. This increased from 90% in April when results were presented to staff.

### Air Conditioning Control:

- The air conditioning now starts at 7:30am rather than 6:30am in winter.
- The air conditioning temperature set point is now 20°C in winter rather than 21°C

Based on these changes, the total savings are estimated to be approximately 4,500 kWh/year, an 18.5% reduction in electricity consumption compared to the previous HVAC operation.

Currently, the total electricity consumption for the site is approximately 640,000 kWh/year. Therefore, it is estimated that the two programmes will save approximately 4.5% of the total electricity consumption on-site. The total cost saving from the implementation of the two programmes is estimated to be \$4,000 per year.

## Water Efficiency Initiatives

OfficeMax is investigating ways to reduce the water use on-site and water is now included in the “RRR” Team mandate. The site has a water leak reporting policy which is communicated to staff. Signage is used to remind staff to reduce water use. For example, there are signs on the dishwashers reminding staff to only use the dishwasher when it is full.

## Summary

Since joining the Target Sustainability Programme, OfficeMax NZ Ltd have implemented a range of projects that have resulted in a reduction of waste sent to landfill and an improvement in energy efficiency.

To ensure continual improvement, OfficeMax undertakes sustainability training to inform staff about environmental matters. Feedback boxes with suggestion forms are also located

around the site for staff suggestions, concerns or ideas.

*“The Target Sustainability Programme has assisted OfficeMax with its environmental and sustainability programme through the setting of clear environmental objectives and goals and providing a level of measurability around the outcomes. This has enabled OfficeMax to be a leader in environmental and sustainable practices”* Scott Cozens, General Manager – Commercial Sales.