

Environmental Impact Assessment

	Environmental Aspect	Environmental Impact	Proposed Solution
1	Creation of waste from cleaning activities	Increases the need for landfill facilities and the use of first generation materials	Recycling of as much waste as possible by setting up arrangements to recycle all products containers, including cardboard and paper, packaging materials, redundant cleaning products, redundant cleaning equipment and other associated items. Setting up arrangements to recycle paper and cardboard, printer and toner cartridges and any other recyclable items from the office. Ensure redundant cleaning equipment is recycled or reused/recycled wherever possible.
2	Waste of water during cleaning processes	Use of waste water is increased, meaning more water will be used	Use auto scrubbers or floor scrubbing machines instead of traditional mops and buckets to decrease the amount of water required
3	Cleaning, sanitizing and disinfecting products when cleaning	Increase in indoor air pollution	Keep the workplace well ventilated. Provide RPE equipment for staff if necessary
4	Cleaning cloths are very difficult to recycle. Some can only be used once.	Increases the need for landfill facilities and the use of first generation materials	Switch to microfibre cloths as they require fewer chemicals in the cleaning process and it lasts for longer. You can launder microfibre hundreds of times, and good-quality microfibre can last up to 700 washes
5	Chemicals in cleaning products and consumables.	Increase of water pollution. Affect indoor air quality and can contribute to outdoor air pollution	Choose environmentally friendly cleaning products and consumables made without harsh non-biodegradable chemicals and typically have a biodegradable formula
6	Use of energy in providing heating, lighting, etc. at the office.	Use of natural resources	Steps have been taken to reduce energy usage by the fitting of energy efficient lighting and the issuing of advice to all staff on ways of conserving energy.
7	Use of energy when using cleaning equipment	Use of natural resources	Reduce energy consumption by ensuring electrical equipment is serviced regularly, not left on/plugged in when not in use. Ensure equipment is energy efficient.