

OFFICE SUPPLIES

Office supplies is the generic term that refers to all supplies regularly used in offices by businesses and other organizations, from private citizens to governments, who work with the collection, refinement, and output of information (colloquially referred to as "paper work").

Computers

- Computers are used for a large amount of office-based tasks. Word processor programs are utilized to type up notes and minutes and to produce reports and communications, while spreadsheet programs will be used in account keeping. Computers allow access to the Internet, which provides both internal and external communication tools in the form of e-mail, as well as immense research capabilities. The type of computer used by an office will vary based on what work is required. A more up-to-date computer will be needed for desktop publishing and graphics production packages, for example, while office workers may use laptops, especially if they regularly work while on the move.

Computer-based Hardware

- Several commonly found pieces of office equipment are designed for use alongside computer systems, and are typically connected to them. These include printers, which enable office workers to produce hard copies of documents such as reports and accounts, and scanners. Scanners allow professionals to reproduce documents and graphics onto computers in digital form, for example for use on a company website, and are available in a range of resolutions which offer varying levels of detail. More expensive scanners, those with resolutions of 3200 DPI (dots per inch) and more, are suitable for graphic designers and professionals in similar fields.

USES OF OFFICE SUPPLIES

In businesses, office supplies make the employee effective in doing his job well. Of course with the aid of technology such as computers, telephones, fax machines, photocopiers, and so on, employees are too dependent on the use of office supplies. But do you realize that as an employer, the manager or the supervisor, you have direct control over using these supplies resourcefully? Resourcefulness is also crucial in any business since most companies nowadays are in financial hardship. So if companies are used to laying-off employees, there is also a need to extend cost cutting and budgeting in using office supplies. This does not only make one resourceful but also save the company from total financial trouble.

There are ways to save on the expenses for office supplies. First, if you do a lot of printing for your memorandums, notices and other office correspondences, you might want to try using email and other messaging modes instead such as chat for employee reminders, information or discussion. Of course, important documents which need to be signed like contracts, agreements, job offers and the like have to be printed. If printing mistakes are done, the other side of the paper or what some people call "scratch papers" can be reused for personal notes, reminders or calculations. Second, buy your office supplies in bulk from a shop that offers great deals and discounts. Using an electronic stock control and repeat ordering system is also helpful to make sure that office supplies are properly accounted for and not to be ordered in supply shops all over again. This way, you can save on office expenses. Third, if you are fond of using post-its, mechanical pencils and other costly office products, there are alternative ways to do that. Since post-its are expensive, you might use scratch papers, an adhesive tape and highlight pens for your reminders. Using lead pencils can be alternatives for mechanical pencils as well.

So if employees wish to do their part in reducing expenses, they can do it in their own little ways such as wisely using office supplies.

http://www.stp.co.uk/office-products/resourcefulness_and_efficient_use_of_office_supplies.php

DISPOSAL METHODS FOR OFFICE EQUIPMENT

Donate equipment for reuse by another business or community group but consider how they will dispose of it when it is no longer in use.

Make sure any consumables such as ink and toner cartridges are disposed of separately.

Find a recycler who can recycle the equipment. Depending on your location and quantities there may be a charge for this service.

http://www.resourcesmart.vic.gov.au/for_businesses_2128.html

ENVIRONMENTAL RISK

Soil erosion

Fertilization

Procurement of paper, office supplies, office equipment, etc.

- i.** Paper and office supplies: Virgin and recycled paper consumption and the associated number of trees cut, energy and water consumed, and greenhouse gases emitted
- ii.** Office furniture and materials: Virgin and recycled wood consumed, wood sourced from sustainable or non-sustainable managed forests, non-rapidly renewable wood types, volatile organic compound (VOC) emitting materials
- iii.** Computer and electronics equipment: Energy requirements and low-power capabilities, toxic materials, recycled content

C. Waste management

- i.** Waste sent to landfills and incinerators: Leaching to water sources, air emissions, greenhouse gas emissions

D. Indoor air quality

http://www.edelman.com/about_us/corpcit/corpcit.asp