

# Microplastic Reduction Checklist

## Office Environment

### Key Areas of Focus

#### 1. Air Filtration

- Install H13 True HEPA air purifiers in shared spaces, meeting rooms, and high-occupancy areas.
- Ensure HVAC systems are maintained regularly.
- Replace filters with genuine H13 True HEPA filters according to manufacturer guidance of cadence or sooner if air quality readings are poor.

#### 2. Cleaning & Maintenance

- Use HEPA-equipped vacuums for all carpeted or fabric-covered areas.
- Avoid dry sweeping; opt for damp mopping to prevent particle resuspension.
- Wipe down surfaces with microfiber cloths (low-shedding) and water-based cleaners.

#### 3. Material & Furniture Choices

- Prioritize natural materials (wood, metal, wool, cotton) for office furnishings, rugs, and wall coverings.
- Avoid synthetic or composite materials where alternatives exist (e.g., plastic chairs, vinyl flooring).
- Use non-shedding, non-fiber releasing decor and furniture.

#### 4. Office Supplies & Packaging

- Encourage the use of reusable or biodegradable products (e.g., pens, folders, packaging).
- Reduce reliance on plastic-wrapped office supplies and single-use plastic items in kitchens.
- Provide employees with reusable containers, utensils, and water bottles.