



Creating a green or sustainable office means that you are committed to reducing impacts on the environment, creating a healthy place to work, and saving money. Use this Green Office Checklist to create an environmentally friendly workplace.

Energy Conservation

- Turn off lights, computers, printers and monitors at the end of the day.
- Use a power strip or unplug electronic devices when not in use to prevent energy waste commonly called “phantom energy”.
- Install occupancy sensors in offices to automatically turn off lights when you leave the office.
- Utilize the most energy efficient light sources, such as Light Emitting Diode (LED).
- Don’t forget to turn off lights in public spaces (hallways, bathrooms, etc.) at the end of the day.
- Activate power management features on office equipment.
- Use teleconferencing and video conferencing to save on travel.
- Carpool to meetings.
- Purchase Energy Star® office equipment.

Office Products

- Buy recycled when ordering paper products (at least 30% post- consumer waste).
- Use Sustainable Purchasing guidelines for the office.
- Eliminate Styrofoam cups; provide reusable coffee mugs.
- Buy products with minimal packaging - not individually packaged.
- For items with limited shelf life, avoid buying more than necessary.
- Buy items that can be recycled at the end of their life.
- Purchase green certified products.

Reduce-Reuse-Recycle

- Always copy on both sides of the paper.
- Save used paper for scratch/note paper.
- Keep files on disc and eliminate hard copies.
- Utilize a work station paper recycling bin.
- Route memos instead of making copies.
- Update mailing lists regularly.
- Put information/newsletters on-line and direct customers to on-line information
- Eliminate junk mail and mail addressed to staff no longer present.
- Collect ink cartridges and batteries for proper recycling/disposal.
- Use the economy/fast mode on printers for drafts.
- Use on-line resources for phone books/calendars or other directory information
- Set-up an office recycling program, complete with a coordinator to encourage recycling efforts and answer questions.

Continued on back side



More Green Office Tips

Junk Mail and Catalogs - Reduce paper waste by disposing of unwanted catalogs and junk mail.

For links to “opt out” visit- Federal Trade Commission Consumer Protection.

www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt063.shtm

Green Office Products - Look for and compare green certified products to those you are currently using (www.epa.gov/greenerproducts/related/#one). Use green certified cleaning products for the office.

Look for office products and packaging made from recycled materials and that are biodegradable.

Easy Tips to make your Meeting or Conference Green

- Make a friendly announcement at the beginning of the program instructing attendees which items are recyclable and what bin each item should go in.
- Make all copies two sided or offer any information and materials to those that request it via E-mail, DVD, or jump drive.
- Provide recycling bins for paper, cans, and plastic in meeting rooms.
- Provide wooden coffee stirrers rather than plastic straw stirrers. Do not use Styrofoam.
- Use reusable name tags and provide a place to return them at the end of the meeting.
- Offer beverages in containers that are reusable and serve water or other drinks in pitchers.
- Include vegetarian meals, and have meals planned using local, seasonal produce.
- Use china and linens to prevent waste; or use paper plates, napkins, cups, and utensils that are biodegradable or made from recycled material.
- Offer snacks in bulk and not individually wrapped. Serve food and snacks that require minimal serving containers.
- Coordinate with the meeting venue to ensure that energy for lights and air conditioning will be turned off when rooms are not in use.

The Institute of Food and Agricultural Sciences (IFAS) is an Equal Opportunity Institution authorized to provide research, educational information and other services only to individuals and institutions that function with non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations.

Pinellas County complies with the Americans with Disabilities Act. To obtain accessible formats of this document, please call (727) 464-4062 (V/TDD). Funding for this flyer was provided by Pinellas County Extension. 250 copies were printed at a cost of \$52.00 or \$0.20 each.

