

Green Office Checklist

Sustainable Living

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Energy Conservation

- ✓ Provide prompts / signage for employees to remember to turn off lights, computers and monitors.
- ✓ Turn off computers and printers at end of day and weekends.
- ✓ Use light sensors in offices to turn on/off lights.
- ✓ Activate power management features on office equipment.
- ✓ Use teleconferencing and video conferencing to save on travel.
- ✓ Carpool to meetings.
- ✓ Purchase Energy Star® office equipment.
- ✓ Utilize some type of green power, such as solar.



Office Products

- ✓ Buy recycled when ordering paper products (30% post consumer content).
- ✓ Implement Sustainable Purchasing guidelines for the office.
- ✓ Eliminate those 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.
- ✓ Put information/newsletters on-line and direct customers to on-line information, reducing mail whenever possible.
- ✓ Eliminate junk mail and mail addressed to staff no longer present.
- ✓ Collect ink cartridges and batteries for proper recycle/disposal.
- ✓ Use the economy/fast mode on printers for drafts.
- ✓ Use on-line resources for phone books/calendars or other information to reduce printed materials.
- ✓ Set-up an office recycling program, complete with a coordinator to encourage recycling efforts and answer questions.

Reduce-Reuse-Recycle

- ✓ Post signs near copiers to remind staff to copy on both sides of the paper.
- ✓ Save used paper for scratch/note paper.
- ✓ Keep files on disc and eliminate hard copies.
- ✓ Ensure each work station is provided with a paper recycling bin.
- ✓ Route memos instead of making copies.
- ✓ Update mailing lists regularly.

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