



Green Office Ideas:

- Recycle electronics - old computers, monitors, cell phones, laptops, handhelds
- Set computers to energy-saving settings or shut them down when done for the day
- Turn power strips on/off
- In the kitchen, unplug microwave and coffee maker
- Go PAPERLESS
- Along with the paperless theme, keep digital copies rather than filing cabinets, read on-screen rather than printing, and send e-mails instead of letters
- When buying printer paper, look for recycled paper with a high percentage of post-consumer content with minimum or no chlorine bleaching
- Print on both sides
- Reuse boxes when shipping and use shredded waste paper as packing material
- Work from home or consolidate work weeks
- Use biodegradable soap and recycled paper towels
- Recycle ink cartridges
- Incandescent bulbs can be replaced by compact fluorescents
- Let in more natural daylight
- Recycle bins in kitchen for plastics and cans
- Provide coffee cups, glasses, utensils, etc. that employees reuse again and again on a daily basis rather than paper ones
- Place plants around the office to freshen up air
- Make an up to date mailing list to avoid unnecessary mailings
- Buy re-manufactured ink and toner cartridges
- "Green" cleaning products
- Adjust temperatures when people leave the office
- Have a timer on printers