

The Sustainable Office CHECKLIST

Adopt as many of these practices as possible to improve operations as well as save both company and natural resources. The more tips you can check off this list, the more you save!

Powering Down



- Turn off the lights when you're leaving any room for 15 minutes or more and utilize natural light when possible
- Set your laptop to enter "sleep mode" when not in use
- Turn off your computer monitor when not in use (using screen savers does not save energy)
- Turn off computers at the end of each work day and during the weekend
- Turn off printers at the end of each work day and during the weekend
- Unplug electronics and appliances when not in use (to reduce phantom energy use)
- Replace incandescent light bulbs with ENERGY STAR-labeled LED or compact fluorescent light (CFL) bulbs
- Close window treatments during times of direct sun, as well as on weekends

Green Office Equipment & Supplies

- Buy ENERGY STAR-labeled electronics and appliances
- Use post-consumer recycled content copy paper, legal pads, files/folders, sticky notes
- Use refillable pens, pencils and markers/highlighters
- Utilize remanufactured ink and toner cartridges
- Use rechargeable batteries instead of disposable batteries

Reducing Paper Use

- Think twice before printing emails/documents and before sharing a printed document – save documents as PDFs that can be sent and filed electronically
- Create and maintain an electronic filing system instead of filling file drawers with paper files
- Sign up for electronic versions of newsletters and magazines instead of printed versions
- Ask to be removed from mailing lists for any unwanted catalogs, newsletters, magazines and junk mail
- Always review a document using Print Preview to find and correct mistakes before printing
- Reduce margins and font size to maximize the amount of content able to fit on each page
- Reuse as note paper any scrap paper that has been printed on only one side
- When printing a large number of copies is required, try a test run first to make sure there are no mistakes before printing the entire quantity
- When printing a webpage, copy and paste the link into PrintWhatYouLike.com to optimize the webpage for printing; use software, such as [GreenPrint](http://GreenPrint.com), which analyzes documents searching for ways to reduce waste

Printers

- Set printers to default to printing double-sided (duplex) to reduce the amount of paper and ink used
- Avoid color printing and print in draft mode whenever feasible
- Recycle toner and ink cartridges

Recycling

- Use available recycling bins for paper, plastic, glass and aluminum
- Flatten corrugated cardboard boxes for easy recycling
- Gather and recycle disposable batteries (you may need to research battery recycling in your area for the closest recycler or contact Building Management)
- Recycle all e-waste (computers, electronics, cables, etc.) – ask Building Management about available e-waste recycling programs

Eating at the Office

- Avoid using Styrofoam
- Bring and reuse your own coffee mugs, dishware and utensils
- Bring food in reusable containers to reduce use of foil and plastic bags
- Buy as much organic and local food as possible for parties and other events
- To reduce bottled water waste, add a water filtration system to your tap or install an ENERGY STAR-labeled water dispenser, if no tap is available. Utilize reusable glassware instead of disposable cups.

Commuting/Business Travel

- When possible, take a bus or train, carpool or ride a bike for your daily commuting
- Telecommute when feasible (with manager approval, of course)
- For business travel, rent hybrid cars or use the city's metro system
- Use teleconferencing or videoconferencing when feasible to reduce travel

Improving Your Environment

- Use non-toxic cleaning supplies
- Brighten up your office with plants, which absorb indoor pollution
- Buy furniture, carpets and paints that are free of VOCs (Volatile Organic Compounds)
- Use products completely before discarding them
- Keep air vents free of paper and debris for better air circulation

Your Role

- Share new “green” ideas – meet with management to share your ideas and how these will help the office
- Keep an “eye out” for ways to save energy and water in your building (e.g., report to Building Management any faucet leaks or bathroom plumbing issues)

