

Greening Your Organization: WHAT CAN YOU DO?



Greening Your Office

FIND OUT

- <http://www.thegreenoffice.com/carbon/>

Global Acres 9,194.0

Tons of CO2 818.0



- WRI

Greening Your Office

PRODUCTS

- Use the backs of already-used paper in fax machines, and as scratch pads.



- Introduce Fair Trade and/or organic coffee into the workplace



- If you have a kitchen –
Use reusable plates, utensils etc.

Greening Your Office

PRODUCTS

- Set all computer monitors to go to sleep, not just screen savers!



Greening Your Office

WASTE

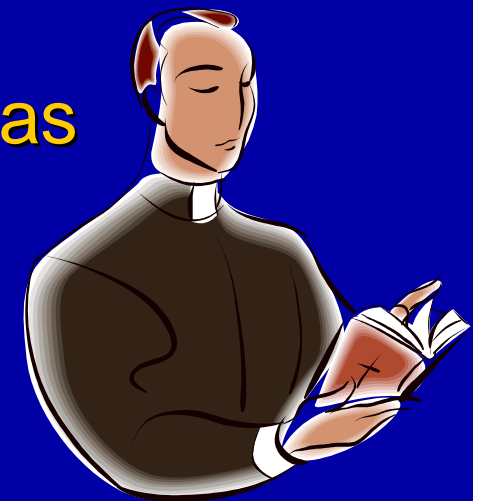
- Recycle used ink-jet cartridges
- Composting bin
- Recycling Bins
- Recycle or Auction all Used Electronic Equipment



Greening Your Office

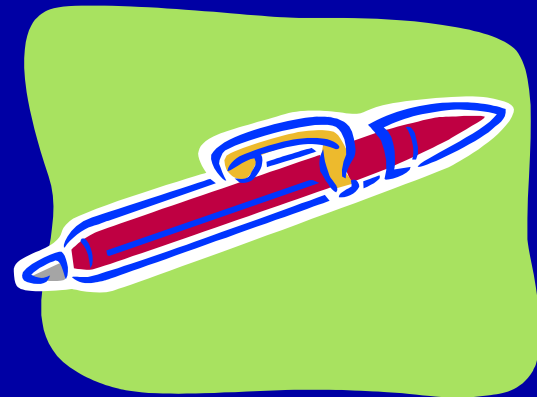
BEHAVIOR CHANGES

- Remind staff to turn off lights when leaving rooms that are no longer in use. Place stickers under lights!
- Assign someone to check computers at end of the day
- **Don't preach to the masses:** Print only as many copies as you really need. With meeting handouts, ask staff members to share.



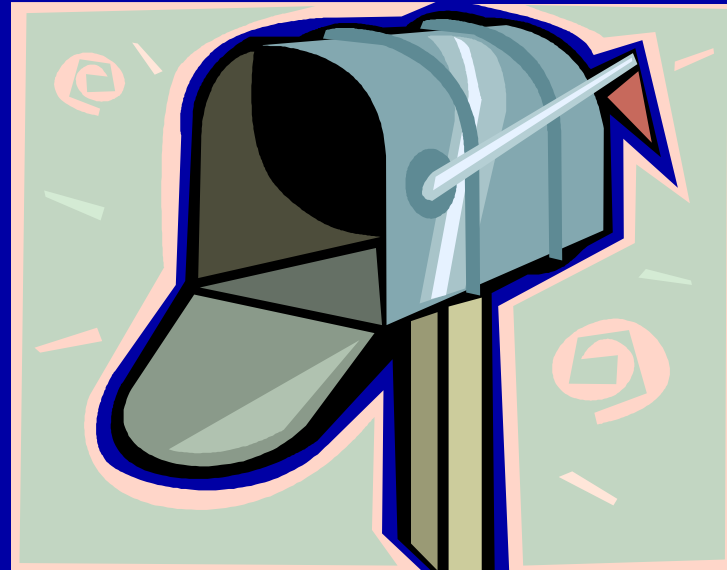
Greening Your Office

- Always use double sided printing and copying as an office rule
- **Utilize your virtual red pen:**
Most word processing programs include a tool to add tracked comments to pages on your computer. When preparing documents that will require multiple versions, get accustomed to exchanging "soft drafts" with your comments embedded, rather than editing hard copies by hand.



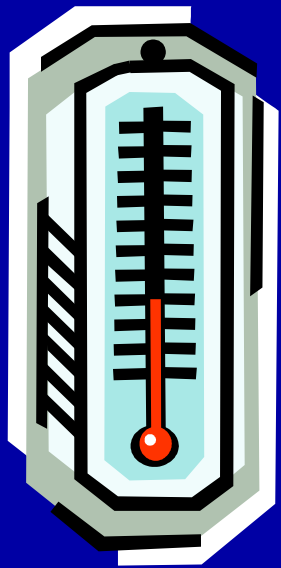
Greening Your Office

- **Exercise your right to an empty mailbox:**
Remove your name and company from junk mail lists by following the advice and simple steps outlined at the <http://reducewaste.org/junkmailkit>. Encourage employees to follow the same process to reduce their junk mail at home

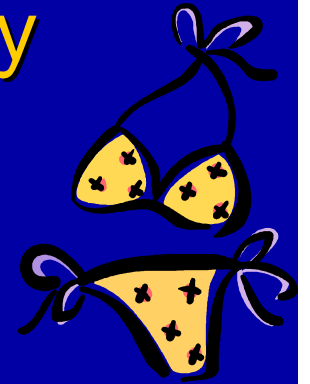


Greening Your Office

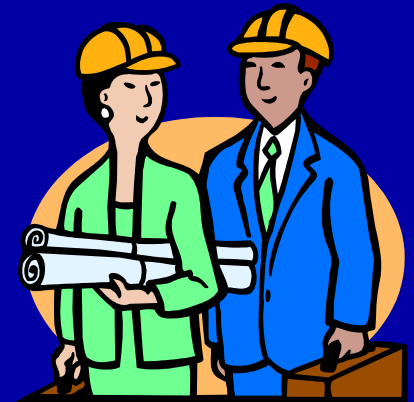
ENERGY



- Setting thermostats to relatively low temperatures in the winter (65-67 degrees) and moderately high temperatures in the summer (78 degrees). Staff members are asked to dress accordingly



- Use an ESCO if possible



Greening Your Office

ENERGY

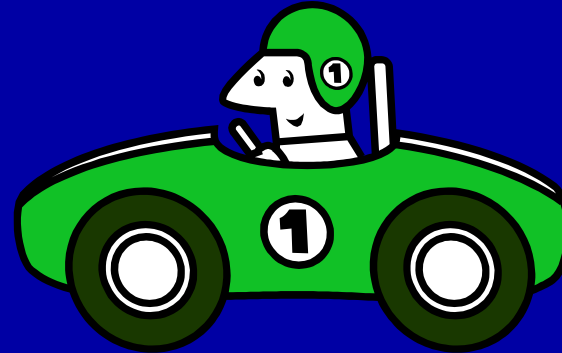
- Buy Green Power if possible
- Offset Travel and Office through Native Energy
- Replace any incandescent lights with compact fluorescents



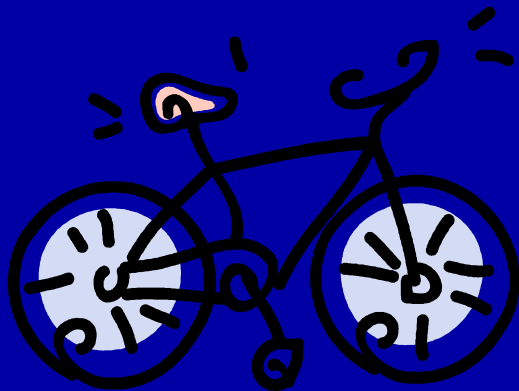
Greening Your Office

TRANSPORTATION

- Hybrid cars



- Encourage employees to bike/walk or car pool with investment in personal days or parking cash out



Greening Your Office

TRANSPORTATION

- Bike Racks
- Work From Home



CLEAN



COOL

AIR

PLANET

www.cleanair-coolplanet.org

Christa Koehler

Community Program Manager

ckoehler@cleanair-coolplanet.org