

Green Card

Quick, easy steps to a green office!

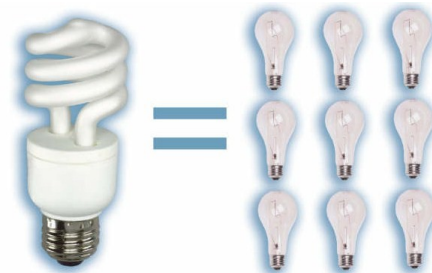


Lights

- Utilize natural light when possible.
- Turn off any lights when not in use, even if the light switch has a motion detector.
- Utilize task lighting instead of overhead lighting.
- Consider switching to LEDs, which are more cost-effective.

Recycling/Waste Reduction

- Bring your own mugs, water bottles and utensils.
- Avoid printing emails and unnecessary documents.
- Set printer default to print double-sided.
- Recycle all paper, plastic, glass, and aluminum.
- No liquids in the recycle OR trash bin – discard all liquids in a drain then recycle the container.

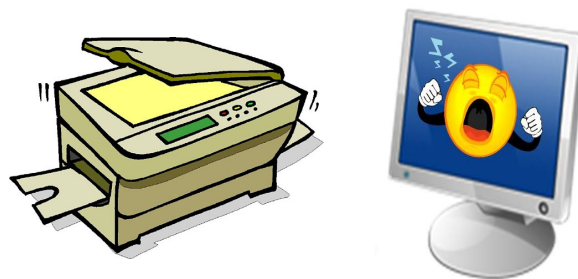


Electronic Use

- Set printers to sleep mode when not in use.
- Plug devices into an energy efficient power strip that can easily be shut-off.
- Unplug small electronics (cellphone/ laptop chargers, coffee pots) when not in use.
- Purchase only Energy Star electronics.

Computer Use

- Set computer sleep time to under 5 minutes.
- Do not use screensavers.
- Install energy efficiency software.
- Turn off monitor and task light when leaving for the day or even just stepping away.
- Print in color only when absolutely necessary.



Other

- Use alternative transportation (bike, bus, carpool, etc.)
- Ask Facility Manager to increase thermostat set points during summer months and reduce set points in winter months.
- Make responsible purchases – recycled content (at least 30% PCW), Energy Star appliances, etc.
- Put tape on spent lithium battery ends (positive and negative), otherwise they are a fire hazard.