



**GREEN OFFICE CHECKLIST**

**OFFICE SUPPLIES -- INCLUDING PAPER USAGE**

Purchase recycled paper - high post-consumer content, chlorine free

Purchase and use white paper -- avoid colored paper when possible

Purchase & use products that are recycled, recyclable, eco-friendly

Purchase supplies from local vendors to avoid shipping/packaging

Purchase in bulk to cut down on packaging

Stock refillable tape dispensers & other reusable supplies

Designate a "Used" supplies area -- reuse our own supplies

Office papers: use recycled content papers and soy-based inks

Maintain all mailing lists to avoid duplicates

Print cards, invitations, and marketing materials on recycled paper

Use environmentally responsible printers when outsourcing

Send postcards or otherwise reduce envelope use when possible

Set defaults on printers and copiers to print double-sided

Set defaults on printers and copiers to use the least possible ink

Create and use smaller Fax Cover Sheets that are Post-it note size

Purchase recycled and unbleached paper goods - paper towels etc.

Edit on-screen to avoid printing multiple drafts of documents

Print in black only / draft (or lower quality) mode when possible

Format documents with narrower margins to conserve space

Save 1/2 used sheets or paper to print or write on the other side

Only put paper in the recycle bins that is used on both sides

Review mailing lists (and edit) promptly when requested

Cancel junk mail when you get 2 copies or don't want to receive it

Look in internal "Used" supplies area before buying new

**OFFICE MAINTENANCE: GARBAGE, RECYCLING, CLEANING**

Educate your office about recycling and proper waste management.

Create recycling program for paper, cardboard, glass, metals, plastic			
Recycle toner cartridges through manufacturers			
Dispose of hazardous materials properly			
Collect and recycle batteries, especially rechargeable batteries			
Donate old cell phones for reuse			
Reuse and recycle packing peanuts and other packing materials			
Donate old equipment and furniture to a resale store or charity			
Use environmentally responsible cleaning supplies and/or services			
Reuse items rather than using a new one every time			
<b>FOOD AND BEVERAGES AT WORK</b>			
Keep washable plates, mugs, glasses and silverware in the kitchen			
Purchase fair-trade, organic coffee			
Avoid individually packaged sugar and cream for coffee			
Provide a dishwashing area to support staff efforts to use reusables			
Use locally grown food, and support eco-friendly caterers			
Bring your personal reusable containers home for washing			
Avoid carry-out food with disposable containers			
Avoid styrofoam containers if there's an alternative			
Bring your own bags when shopping			
Be conscious of personal use and minimize creation of dirty dishes			
<b>OFF SITE AND COMMUTING: Transportation, Meetings and Events</b>			
Support environmentally responsible hotels and meeting spaces			
Hold events at locations served by public transportation			
In evaluations, ask how the event could be "greener" next time			
Encourage videoconferencing and conference calls instead of travel			
Sponsor events that contribute to the community or environment			
Bike, walk, take public transportation or carpool to work			
Tune-up vehicles on a regular basis			
Carpool or take company-provided or public transportation to events			
Purchase hybrid or fuel-efficient vehicles, or car-share if possible			
<b>OFFICE MATERIALS, ENERGY, WATER, ENVIRONMENT</b>			
Use power-save modes on equipment and appliances			

Set thermostats for daytime comfort, less energy on nights/weekends.			
Close the blinds after work and on weekends, or when very sunny			
Ensure radiators and heaters are not blocked by furniture			
Add weather stripping to all doors and windows			
Use energy-efficient compact fluorescent bulbs			
Use thin fluorescent tubes (T8) which use less energy			
Replace flickering fluorescent lights promptly			
Schedule an energy audit though the local power company			
Use rechargeable batteries and a charger when possible			
If purchasing new appliances, look for EPA Energy Star certified			
Attach low-flow aerators to sink faucets			
Fix leaky toilets and faucets promptly			
Check for water leaks at least twice a year			
Purchase water efficient toilets and dishwashers			
Research what can be done with office gray water, put into practice			
Conduct an air quality check			
Add plants to offices and use natural fertilizers			
Change air filters regularly			
Use low VOC paints for walls			
Notify building manager if possible indoor air quality problems			
Pest control: work w/building management, minimize chemicals			
Use recycled and eco-friendly materials for construction or remodels			
Use power-save modes on equipment and appliances			
Close the blinds after work and on weekends, or when very sunny			
Turn off lights when exiting rooms or leaving for the day			
Don't keep the water running longer than necessary			
Participate! Send your good ideas to your office Sustainability Team!			

