

# Green Office Checklist

## Energy

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- Turn off lights when not in use, post reminders
- Install Compact Fluorescent Light bulbs (CFL's) in all task lamps and applicable building lighting
- Utilize natural daylight whenever possible, turning off overhead lighting
- Install occupancy sensors
- Turn off computer monitors on nights and weekends, or when leaving workstation for a period of time
- Eliminate unnecessary personal refrigerators and other appliances
- Turn off equipment at night including printers, coffee makers and other appliances
- Reduce brightness of computer

## Paper

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- Set printers and copiers to default to double sided printing
- Put visual prompts on copiers to remind users to copy double sided
- Use a shared network printer and eliminate personal printers
- Reuse non-confidential paper as scratch paper
- Send meeting agendas and attachments electronically to be reviewed and have individuals print only if needed

## Waste Reduction

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- Have an area for exchanging excess/reusable supplies such as binders, file folders, padded envelopes, etc.
- Provide all workstations with desk-side paper recycling bin
- In all common areas, have mixed recycling containers next to all trash bins
- Bring reusable coffee mugs
- Bring reusable water bottles and utilize water bottle filling stations
- Recycle ink cartridges (call Help Desk for assistance)
- Post signage to remind users of recycling policies

## Other

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- Promote biking to work and other forms of alternative transportation
- Take the stairs instead of the elevator
- Bring live plants to the office to improve indoor air quality
- Purchase eco-friendly materials and order in bulk whenever possible