

GO GREEN AT WORK CHECKLIST



COMMUTING AND TRAVEL

- Walk or ride a bike to work if possible.
- Carpool with your neighbors or coworkers.
- Use transit options - bus, park and ride, light rail.
- Telecommute - work from home whenever possible.
- Web-conference instead of traveling to business meetings.
- Choose meeting locations that minimize travel requirements.
- Attend online webinars for training instead of traveling.

MEETINGS AND OFFICE COMMUNICATIONS

- Go paperless by using electronic presentations, and bringing your laptop to meetings instead of printing agendas, notes and handouts.
- Post notices in common areas instead of distributing copies.
- Avoid printing out e-mail. Organize memos and documents on your computer instead of using hard copies.
- Add a tag line to your e-mail signature that encourages recipients to think before printing e-mail messages.

COMPUTERS AND OFFICE EQUIPMENT

- Shut down computers and office machines after hours. Be sure computers remain on during times set aside for automated backup and software updating.
- Set monitors to shut off during periods of inactivity. Screen savers do not conserve energy.
- Recycle or donate used computers, printers, rechargeable batteries, digital devices such as tablets or cell phones.
- Use laptops instead of desktop computers to conserve energy.
- Replace hard copy fax machine with digital fax on computers.

DOCUMENT MANAGEMENT

- Preview documents before printing to eliminate printing errors and printing of unneeded blank pages.
- Keep documents stored on computers instead of paper.
- Distribute documents as PDF files instead of printing them.
- Set printers to print on both sides of paper.
- Reuse one-sided printouts as scratch paper.
- Avoid making photocopies of easily accessible records.
- Opt out of junk mail. Contact the sender and get removed from mailing lists. Do the same for junk e-mail.
- Print in draft mode or black and white to conserve ink.

OFFICE ENVIRONMENT AND SUPPLIES

- Buy recycled copier paper, envelopes, paper towels and toilet paper with high post-consumer content.
- Replace incandescent bulbs with LCD or fluorescent lighting.
- Turn off lights in rooms when no one is using them.
- Put recycling bins in offices and break rooms. Make sure housekeeping is recycling the materials.
- Recycle printer, copier and fax machine toner cartridges.
- Use washable dishes and coffee mugs instead of disposables.
- Provide filtered drinking water instead of bottles.
- Donate unwanted office furniture, equipment and supplies.
- Save and reuse packaging materials rather than tossing them.
- Make sure your office has at least one large real plant in it. They're not only green and pretty but great for recycling the air.