GREEN THE OFFICE

Sustainability Tips

Recycling is a great first step towards creating a sustainable office environment. There are other things you can do to further your sustainability efforts.

- Purchase products made from recycled content

- Think before you print. Reduce paper use by using e-mail and minimizing meeting printouts

- Produce double-sided documents whenever possible

- Use a scanner instead of photocopying to eliminate paper waste

- Turn off equipment when it is not being used (computers, monitors, etc.)

- Turn off lights when a room is not in use

- Do not leave taps dripping; always close them tightly after use.

- Check for water leaks

- Buy energy star rated products

- Establish relationships with eco-friendly vendors

- Use coffee mugs, reusable dishes and silverware in place of paper cups, paper plates and plastic forks/spoons.

- Bring lunch in plastic containers

- Utilize conference calls

- Donate unwanted items

- Carpool to cut down on gas emissions and air pollution

WM
WASTE MANAGEMENT®

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