



## Tips for Greening Your Office

### Energy

Energy use and costs can be reduced dramatically with help from each employee. The California Sustainability Alliance suggests that lighting, heating, cooling, and electronics are the biggest sources of energy consumption in the office. These tips will assist you in making a few small changes to make a big difference.

- Turning off desk lights or computer monitors while not in use.
- Switch off the restroom light (if there are no other occupants) when you are finished.
- Elect a staff member to monitor energy use and encourage other staff to participate in reducing energy costs and consumption in the office.
- If you bring personal electronics such as a radio or mp3 player, be sure to shut it down while not in use.
- Personal refrigerators are discouraged due to their constant energy use. Those who elect to have them should strongly consider an energy star refrigerator.
- If you have multiple electronics plugged in, use a power strip with an off switch for those that can be shut off at the end of the workday.
- During the holidays, swap your holiday lights for LED lights. The City of Flagstaff offers a holiday light swap for \$2 + tax at Homco ACE Hardware at 1763 E. Butler Avenue in Flagstaff.

### Recycling and Waste Minimization

Reusing and recycling materials are good habits to form in and out of the office. These tips will help you to start developing good reuse and recycle habits.

- Be sure to recycle any plastics, cans, paper, cardboard, etc.
- Use recycled paper for printing, to-do lists, notes, etc.
- When possible, print on both sides of paper.
- Clearly label recycle bins to make them more accessible and place them in locations of high use, such as next to printers and copiers.
- Recycle used batteries and take turns dropping them off at an appropriate recycle location.
- Be sure to recycle used ink cartridges or save them to be refilled.
- If you happen to see a recyclable in the trash, remove it and place it in the appropriate recycle bin.
- Try to reduce the amount of paper used at your desk.
- Purchase a reusable water bottle that may be refilled throughout the day.
- Bring a personal coffee cup, set of silverware, and other dishes you may use in the office, rather than using plastic ware or disposable items.
- Reuse envelopes, folders, and one-sided copies.
- Purchase used chairs, desks, cubicles, etc. when possible.