

## GREEN LIVING GREEN HOME OFFICE CHECKLIST

- Use recycled (used) office furniture and furniture made from earth-friendly products
  - Use recycled paper
  - Make your own notepads by using the blank side of previously printed paper
  - Use green computer disks
  - Use earth friendly inks
  - Recycle your print cartridges
  - Purchase a staple free stapler (such as Wrapables)
  - Change Lighting/light bulbs to CFL bulbs or other low energy lighting
  - Don't print unless it's really important
- Tip: Send information like directions to your cell phone instead of printing*
- Order supplies on-line and have delivered (most likely the delivery trucks are already coming to your neighborhood); flatten and recycle cardboard boxes
  - Use biodegradable trash bags in your waste baskets
  - Use file folders made from recycled fibers
  - Reuse file folders by using self-stick labels for identification
  - Stop office supply companies from sending their catalogs to you if the same information is available on-line
  - Use live plants (they create better air to breathe, look good; and if you use herbs, smell good and offer a food source!)
  - Turn off the lights (and ceiling fan) when you leave the room
  - Reuse containers or boxes that you already have for organizing small supplies like pins, rubber bands, clips, etc.
  - Save power and money - power off printers, computers, monitors, electric staples, etc. when you are not using these items
  - Recycle old phone books
  - Reuse packing and shipping materials when possible
  - Use the paper from your shredder to pack items for shipping or storage
  - Use green cleaning products to clean the office ([see Green Living, Green Cleaning Supplies Checklist](#))