

## GREEN LIVING

### GREEN WORKPLACE CHECKLIST

- Install motion detectors to turn off lights when no one is in an office, conference room or restroom
- Commit to a reduction in paper use by:
  - Encourage printing using duplex features (double-sided)
  - Limit printing to only documents that are necessary
  - Provide recycled paper products where possible (i.e.: restrooms, kitchen, copy and printing papers)
- Encourage employees to bring their own washable cups and glasses and save Styrofoam for guests
- Provide parking for bicycles, scooters and other low-fuel transportation
- Provide recycling bins for aluminum, newspaper, plastics, etc. that can be recycled in your community
- Tip: Contact your waste management company for help in setting up a recycling program for your business or office.*
- Recycle print cartridges, toner cartridges and other printer consumables
- Consider hybrid technology or other alternate fuel vehicles for fleet trucks and cars
- Consider initiatives to encourage employee car-pooling if possible
- Switch to green cleaning products for janitorial staff
- Look for ways to incorporate green initiatives in landscaping: less watering, mulching for water retention, organic fertilizers, native plants and environmentally friendly insecticides
- Where possible, change lighting to florescent bulbs
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