

A to Z Recycling

Green Tips



5 Ways to Be Green in the Office

1. Two sides to every sheet of paper. When printing an informal document of any kind, use paper that's already been printed on one side. Keep a stack near your desk in a paper box lid so you can make it easy to do.

2. Carpool. Yes, carpool. Find a few nearby colleagues that share your work schedule, and watch how much you save. Even if it's only a few days a week, view it as a time to get to know others, cut carbon emissions and save quite a few bucks.

3. Turn 'em off. Keep the lights off in the copy room, kitchen, restrooms, office or classroom, and the conference room. Pretend as if you're at home, and do it for the planet. Even the most efficient bulbs conserve more energy when turned off.

4. Monitor your monitor. If you're not on the computer the entire day, adjust your settings to save energy. For Microsoft users: go to Start, select Control Panel, then Power Options. Adjust the times to the most reasonable lowest setting and pat yourself on the back for conserving energy.

5. Share the agenda. How many agendas do we throw away after a meeting? How often does each person get a copy? If the answer is "every single time", start sharing with the person next to you, and one of you will walk away with another one-sided sheet of paper for your printer.

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