

Get GreenSmart with Green Tips



Green Office Tips

- Turn off your computer when leaving work. Leaving your computer on stand-by mode still consumes significant amounts of electricity, as much as 40% of normal use in some cases.
- Turn off your monitor when you go for lunch or a meeting.
- Make double-sided copies to reduce paper waste.
- Use the size reduction feature offered on many copiers. Two pages of a book can often be copied onto one standard sheet.
- Put paper and toner cartridge recycling boxes beside the photocopier.
- Once-used paper can also be reused in plain paper fax machines — they only need one clean side.
- If you have to print a document or email, just print the text you need.
- Keep a spare sweater in the office rather than turning up the heating.
- Use timer switches to turn off vending machines and copiers when the office is closed.
- Make the most of natural lighting by opening the blinds.
- Use hand-dryers rather than paper towels.
- Donate your old computer to an organization that will reuse or recycle it. Consult the National Recycling Coalition (www.nrc-recycle.org).
- Reusable bottles and cups reduce solid waste. Bring a coffee mug to work and get a good feeling from both the caffeine and your conscience.