What a Sustainable Office Looks Like

• Reduce paper waste
  o Recycle paper and cardboard
    ▪ Make clearly labeled bins accessible and visible
  o Use more electronic storage of files
  o Reuse paper for scratch pads
  o Set printers and copiers to default double sided printing

• Reduce waste from disposable goods
  o Recycle plastics
  o Compost food waste
    ▪ Make clearly labeled bins accessible and visible
  o Use water filtration systems to eliminate use of water bottles
  o Use reusable cups and plates
    ▪ No disposable plates, cups, etc.

• Reduce energy use
  o Use energy-saving computers and appliances
  o Use energy efficient lighting (CFLs)
  o Turn off electronics when not in use
    ▪ Including water dispenser and coffee maker
  o Turn off lights when not in use
  o Install motion sensors on the office lights
  o Create individual lighting options
  o Auto turn-off for printers, computers, and copiers

• Green the office building
  o Keep office at moderate temperatures
  o Keep the office clean
  o Use a master ordering system for office supplies
  o Use a green purchasing policy
  o Build the office with:
    ▪ Functional windows that open and close
    ▪ Storage, closets, and/or lockers for staff to keep coats
  o Make use of natural resources
    ▪ Use natural light whenever possible
  o Outfit with:
    ▪ Environmentally friendly office supplies

• Improve internal culture of office
  o Make office messages clear and user friendly
  o Improve environmental awareness
  o Encourage discussion of sustainability
- Create a community feel with a shared vision
- Bring ongoing innovation to the office
- Encourage employees to be open to change
- Build community and creativity