

Green Office Tips: 10 Point Plan

1. Uses environmentally responsible paper & remanufactured printer/toner cartridges
2. Uses scrap paper for ALL drafts and notes, including when printing & photocopying
3. Recycles all paper waste, using the recycling bins at each desk
4. Double sides and reduces when photocopying
5. Does NOT print emails unless necessary
6. Has computers & lights OFF when absent for over 30 minutes
7. Has Sleep Mode activated on computer, or turns monitor OFF when computer isn't in use
8. Turns all appliances OFF when going home. (ie. printers, microwaves, heaters, air-con, etc)
9. Recycles all drink and food containers; glass, plastic, and metal by using the recycling bins in the kitchen/office.
10. Uses & offers reusable cups, mugs & cutlery to avoid using disposables