

GREENING Your Office



Tips are a great way to get started in making your workplace more environmentally friendly.



USE ELECTRICITY WISELY — Turn off all computers, printers, photocopiers, and other equipment that doesn't need to be left on at the end of the day. Check that all computers/monitors are set to their most energy efficient settings (e.g., monitor set to shut off after 15 minutes of no use).



REDUCE, REUSE, RECYCLE — “Reduce, reuse, recycle” means more than just throwing old notepaper in the bin (though you needn't stop doing that). Really, think about everything you use. Do you need disposable cups at the water cooler? Do you need to print out that email, document, or article?



USE NON-TOXIC CLEANING & AIR FRESHENING PRODUCTS — If you need to clean your office area or want to freshen up the air, choose a non-toxic brand — think about what you are breathing in as well as your co-workers.



CHOOSE PAPERLESS OPTION — Though the paperless office is still unrealistic, at least try to cut down on printed material when possible. Read on-screen and only print documents when absolutely necessary.



BRING OWN CUP/MUG — Invest in bringing your own cup/mug to reduce in waste from not having to throw out paper, plastic, or Styrofoam cups.



LAYER UP — In the colder months, layer clothing to keep energy costs down with lowering the thermostat.



COLORADO

It's our nature.™