



THE GREEN OFFICE CHECKLIST

When it comes to doing right for the environment, even small changes can make a big impact. Here are some ideas to get you started.

CONSERVE H2O + KWH

- Attach low-flow aerators to sink faucets
- Close blinds to prevent excess heat in summer
- Turn off lights in empty rooms
- Install energy efficient LED or CFL bulbs
- Use rechargeable batteries; collect and recycle old ones

LOW-POLLUTE COMMUTE

- Carpool with co-workers or others in your building
- If you live near enough, walk or bike to work a few times a week
- Walk for any errands or lunch outings less than one mile away

GIVE WASTE A CHANCE

- Start a compost effort (it will be mandatory in VT in 2020)
- Provide easy-to-use, clearly labeled recycling bins

GET GROWING

- Use the compost you generate to enrich the soil outside your office or home
- Plant a flower garden that attracts bees and butterflies
- Grow a veggie or herb garden in the ground or in planters

BYPASS THE PAPER TRAIL

- Pause before you print and decide if an electronic copy will do; edit files on-screen when possible
- Ask the tech-smart guy/gal to set printers for auto double-sided printing
- Offer employees electronic rather than paper pay-stubs
- Cancel junk mail here: <https://dmachoice.thedma.org/>
- Save single-sided printouts and bind with a clip for a recycled notepad

GET GREENER GOODS

- Choose paper that's chlorine-free, high post-consumer waste recycled
- Use washable dishes, cups and silverware instead of disposable
- Install a dishwasher to use less water than washing by hand
- Install high-speed hand dryers in bathrooms to eliminate paper towel waste
- Use non-toxic, biodegradable cleaning supplies

Turning off lights, computers, printers and copy machines during nights and weekends can cut energy use by

UP TO 75%

Jump-start your green(er) office initiative