

Intra-Office Green Tips

These items are easily executed with little or no cost, minimal impact on day to day operations, and also have the potential to save the your business money.

- 🌿 Adjust blinds to deflect heat in the summer and keep heat in during the winter.
 - Reduces heating/cooling costs, saves energy.
- 🌿 Layer clothing in the workplace - add a sweater if cold, remove a top layer if warm.
 - Reduces heating/cooling costs, saves energy.
- 🌿 Office lights turned off when not in use.
 - Saves energy, thus reducing power bill.
- 🌿 Use paperclips instead of staples.
 - Saves less need for staples, therefore saving money, less harm to the environment.
- 🌿 Reuse envelopes when possible.
 - If the address is incorrect or a mistake is made, simply stick a label over the area and write on top. Saves money (approximately \$0.25 per envelope) and saves paper.
- 🌿 Unplug chargers for Cell Phones when not in use.
 - Saves energy.
- 🌿 Use the electronic post-it notes for your reminders.
 - Saves money on expensive post-its, less wasted paper, can set timers for reminders.
- 🌿 Use the size reduction feature offered on many copiers.
 - Two pages of a book or periodical can often be copied onto one standard sheet.
- 🌿 Use up partially used label sheets before starting another one.
 - Less money spent on label sheets, less wasted paper.
- 🌿 Staple-less staplers.
 - Less need for staples, therefore saving money, less harm to the environment.
 - *Potential Setbacks: \$12 -\$14 per stapler, only staples 3 sheets together max.*
- 🌿 Use a small white board to write short notes, phone numbers etc. instead of paper.
 - Less money spent on note pads, less paper wasted.
 - *Potential Setbacks: initial investment of \$9 -\$12 per whiteboard.*
- 🌿 Make note pads out of your scrap single-sided print jobs.
 - Less money spent on note pads, less paper wasted, paper is completely used before it is recycled.
 - *Potential Setbacks: time spent collecting scraps and cutting and stapling pads.*

- 🌱 Use an erasable whiteboard calendar.
 - Less wasted paper from desktop calendars and wall calendars.
 - *Potential Setbacks: initial cost of products.*

- 🌱 Use Eco-Friendly Desk Organization (inboxes, filing systems).
 - **Regeneration Office Products** use 25% post-consumer recycled plastic.
 - *Potential Setbacks: initial cost of products.*

- 🌱 Participating in environmentally friendly events and causes such as Clean Air Day and Bike to Work Week.
 - It is a great opportunity for staff to make environmentally-friendly lifestyle choices.
 - Excellent team building opportunity.
 - Encourages a healthy and active lifestyle.
 - Reduces carbon footprint, sets a positive example to stakeholders.

- 🌱 Encourage staff to take alternate, environmentally-friendly modes of transportation when feasible.
 - Reduces carbon footprint, sets a positive example to stakeholders.
 - Encourages a healthy and active lifestyle.