



WORKPLACE PAPER & ENERGY SAVING STRATEGIES

- 1. Buy only inkjet printers capable of automatic 2-sided printing**
- 2. Question the need to print each item**
- 3. Put Agendas on whiteboard, blackboard, or flipchart, after sending electronically**
- 4. Reduce margins**
- 5. Print double-sided**
- 6. Reuse paper used on one side for Fax machine**
- 7. Every office has a scrap paper pile**
- 8. Every office has a Blue Box**
- 9. Buy 100% recycled paper**
- 10. Refill toner/ink cartridges**
- 11. Recycle toner/ink cartridges**
- 12. All computer equipment is on power bars**
- 13. Mandatory turn-off of all office machines at end of work period**
- 14. Buy only EnergyStar equipment**
- 15. Recycle used office machines**
- 16. Switch to L.E.D. lights**
- 17. Bike racks on sidewalk in front ← free from City of Vancouver**