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