




Sustainable!

ST. CLOUD AREA

JOINT PLANNING DISTRICT

Green Office Checklist



A greener workplace can mean a lighter ecological footprint, a healthier and more productive place to work, and good news for the bottom line. Whether you're the boss or the employee, whether your office is green already or still waiting to see the light, some practical steps can lay the groundwork for a healthy, low-impact workspace.

BEST PRACTICE AREA: ENVIRONMENTALLY PREFERRED PURCHASING

BEST PRACTICE AREA: GREENHOUSE GAS REDUCTIONS

BEST PRACTICE AREA: ENERGY EFFICIENCY

DID YOU KNOW?

Studies have shown that 30% of office workers leave their computers on at night. Turning off your computers and monitors every night can save \$75.00 per year per computer. Don't worry about the myth that turning a computer on and off will damage its chips. A computer will be obsolete long before there is damage to the equipment by cycling the power.

EMBRACE TECHNOLOGY:

Assign or hire a sustainability coordinator to keep track of office recycling, energy use and overall sustainability. The money spent on paying somebody to manage will be well worth it when you get your utility bill and help save our planet.

CONSERVE ENERGY:

- ✓ Provide prompts/signage for employees to remember to turn off lights, computer and monitors.
- ✓ Use light sensors in offices to turn on/off lights automatically.
- ✓ Activate power management features on office equipment.
- ✓ Use teleconferencing and video conferencing to save on travel.
- ✓ Carpool to meetings.
- ✓ Utilize some type of green power, such as solar.
- ✓ Add occupancy sensors to reduce vending machine's power requirements during periods of inactivity or ask vending machine provider to de-lamp the machines.
- ✓ Light exit signs with lower energy bulbs such as compact fluorescents (CFLs), light emitting diodes (LEDs), or neon lighting.

GREEN OFFICE PRODUCTS:

- ✓ Buy recycled when ordering paper products with at least 30% post consumer content.
- ✓ Buy soy-based ink for commercial printers. Prices are comparable to petroleum-based ink, but less soy-based ink is needed per print job.
- ✓ Purchase Energy-Star office equipment.
- ✓ Eliminate Styrofoam cups; provide reusable coffee mugs.
- ✓ Buy products with minimal packaging, not individually packaged.
- ✓ Buy items that can be recycled at the end of their life.
- ✓ Buy recycled paper that is processed chlorine free (PCF) instead of totally chlorine free (TCF).
- ✓ Use unbleached or uncolored paper if color is needed, use pastel colors.
- ✓ Buy products in bulk to minimize packaging.
- ✓ Ensure all printers and copiers are set up to print on both sides of paper.

REDUCE—REUSE—RECYCLE:

- ✓ Save used paper for scratch/note paper.
- ✓ Keep files on disc and eliminate hard copies.
- ✓ Ensure each work station is provided with a paper recycling bin.
- ✓ Route memos instead of making copies.
- ✓ Update mailing lists regularly.
- ✓ Eliminate junk mail and mail addressed to staff no longer present.
- ✓ Put information/newsletters on-line and direct customers to on-line information, reducing mail whenever possible.
- ✓ Collect ink cartridges and batteries for proper/recycle disposal.
- ✓ Use the economy/fast mode on printers for drafts.
- ✓ Use on-line resources for phone books/calendars or other information to reduce printed materials.

