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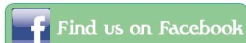
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GET YOUR NEIGHBORS TO GO GREEN - REACH OUT!



Create a "Green Team".

Create an in-house "Green Team" explicitly responsible for managing all environmental initiatives, and that meets at least quarterly.



Host an in-office educational session.

These sessions will inform staff of the company's participation in the Green Office Challenge, and can help them "go green" in the office and at home.



Celebrate Earth Day in the office, or designate a "Green Week."

By celebrating Earth Day or having a "Green Week" full of sustainably related activities are great ways to engage employees.



Create a Sustainability Policy.

Having a sustainability policy informs management, employees, stakeholders, suppliers, public, etc of the sustainability practices the company adheres too. Including a green purchasing portion to the policy is key.



Encourage fellow businesses in the central business district, or fellow tenants in your building to join.

Refer others to join the Challenge.



Implement innovative green practices.

Perform innovative green practices (conducting a waste audit, composting food, energy reduction competitions within your office, recycle plastic bags, calculate the company's carbon footprint, the possibilities are endless).



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REDUCE YOUR OFFICE ENERGY USE BY ADOPTING THESE STRATEGIES.



Calculate energy baseline usage.

Establish an energy usage baseline from 12 months worth of utility bills. Determine milestone energy reduction goals with the overarching goal of reducing at least 10% of your energy usage.



Conduct a lighting audit.

Conduct a lighting audit and implement at least one of the recommendations.



Install energy efficient vending machines.

Installing a vending machine miser will also reduce energy consumption.



Control HVAC and energy costs.

Eliminate the use of personal fans and space heaters, and use window blinds to increase and decrease heat.



Have an ENERGY STAR purchasing policy.

Include a green purchasing policy in the office sustainability plan to accommodate replacing office equipment or appliances with those that have an ENERGY STAR rating.



Modify computer power management settings.

Change the settings on all office computers to go into sleep mode after 15 minutes of non-use and discontinue the use of screen savers.



Power down computers at the end of the work day.

Implement a "Computer shut-off" education campaign, and use power strips or unplug laptops at end of every day.



Use copier/printer machine's power-saving mode.

Reduce copier/printer power consumption by using stand by mode after 15 minutes of non-use and completely turn off at the end of the day.



Purchase emissions offsets.

Purchase CO2 offsets or renewable energy credits for 25%-50% or 50%-100% of office electricity usage.



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BE KIND TO LANDFILLS – REDUCE YOUR OFFICE WASTE.



Provide recycling receptacles at the office.

Provide paper, plastic, glass, and aluminum recycling receptacles with the appropriate lid.



Adhere to the building's recycling policy.

Develop a green purchasing policy to procure green products where feasible, and circulate the policy to employees electronically.



Purchase recycling bins.

Have individual recycling bins available at employee desks (or at a centralized location nearby), and verify that the cleaning staff separates the recyclables from the trash.



Purchase green office supplies (paper, business cards, folders, etc).

Follow the guidelines outlined in the sustainability policy.



Reduce paper consumption.

Determine how much paper the office uses and establish milestones to reduce paper use.



Use electronic forms and processes instead of paper.

Use electronic timesheets, direct deposit, and pay statements online.



Conserve paper--use both sides!

Use double sided copying and printing as default on all capable machines and instruct staff with clear signage on usage.



Green the office's faxing.

Eliminate the use of confirmation pages and use programs that send faxes directly to email.



Think before printing.

Circulate documents electronically instead of using paper for memos, handouts, etc.



Go beyond paper recycling.

Provide centralized recycling bins for cell phones, rechargeable batteries, used printer cartridges and alkaline batteries.



Donate old electronics.

Donate or recycle old computers and other large electronics (printers, copiers).



Evaluate kitchenette and dining choices.

Eliminate the use of disposable cups, plates, bowls, utensils, and coffee stirrers and purchase reusable kitchen-ware instead. Encourage employees to use dishes from home. Request catering companies not provide disposables or items with individual packaging.



Ensure all employees have access to refillable water bottles or mugs.

Eliminate the need and use of single serving water bottles for employees, meetings, and vending machines.



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TRAVEL SMART - CHOOSE CLEANER TRANSPORTATION OPTIONS!



Conduct a commuter survey.

Find out how employees get to work by completing a commuter survey; determine the percentage that uses alternative transportation (bicycling, transit, walking, carpooling).



Permit alternative work options.

Develop a telecommuting or flextime policy for employees.



Discourage employees driving to work.

Eliminate the provision of free or subsidized parking as an employee benefit.



Provide a transit benefit program.

Encourage the use of public transportation and/or biking by providing benefits to employees who commute using those modes.



Use teleconferencing and/or webinars.

Reduce the need to travel to meetings by using these options.



Partner with a carsharing company.

Join a carsharing company as a business member, and offer personal membership as a benefit to employees.



Rent fuel efficient cars for business travel.

Establish a policy where employees must request a fuel efficient car when feasible (hybrid, E85, hydrogen fuel cell) for business travel.



Offset business travel emissions.

Calculate and offset carbon emissions from employee business travel.





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TEAM UP WITH YOUR PROPERTY MANAGER TO GO EVEN GREENER!



Install low-flow devices on toilets.

Encourage property manager to install dual-flush value toilets or those with a 1.6 GPM flush rate or less in the office.



Install faucet aerators.

Work with property manager to install faucet aerators with a flow rate of 1.0 GPM or less.



Remove one florescent bulb from certain fixtures.

If fluorescent light fixtures (electronic ballast only) in the office have three bulbs, remove the middle bulb from each.



Request energy efficient light bulbs.

When lights burn out in the office, request that they are replaced with energy efficient ones.



Install timers or occupancy sensors for lights.

Utilize timed lighting or occupancy sensors in all common areas (supply closets, kitchens, etc.) and personal offices.



Install energy-efficient exit signs.

Work with property manager to install LED bulbs in exit signs within the office.



Request thermostats be set on a pre-determined temperature.

Ask to have the temperature increased by 3+ degrees in the summer months and decreased 3+ degrees in the winter months.



Accommodate bicycle commuters.

Have indoor and/or outdoor bike racks, showers and lockers available in-office, or subsidize local gym membership for bike commuters.



Enter into a green lease.

When renewing or moving locations, enter into a green lease.



Create a policy that low or no VOC products should be used when remodeling.

Select low or no VOC paint, carpet, furniture, etc.



Use Green Seal certified (or equivalent) cleaning products.

Encourage property manager to mandate janitorial staff use less hazardous cleaning supplies.



Work in a building that is ENERGY STAR or LEED certified.

Better for the environment, energy bills, and health!



Join the building-wide Green Team.

Have someone from the office be an active member of the building-wide Green Team and attend regular meetings.

