

# DHR



## 10 Ways to GO GREEN at Work



### 1. BE BRIGHT ABOUT LIGHT

Artificial lighting accounts for 44 percent of the electricity use in office buildings. **Make it a habit to turn off lights when leaving any room for 15 minutes or more and utilize natural light when you can.**



### 6. CLOSE THE LOOP

Make it a policy to purchase office supplies and furniture made from recycled materials. To find out more about recycled office supplies, visit [www.conservatree.org](http://www.conservatree.org)



### 2. MAXIMIZE COMPUTER EFFICIENCY

Computers in the business sector unnecessarily waste \$1 billion of electricity a year. **Make it a habit to turn off your computer**

**and the power strip it's plugged into when you leave for the day.**



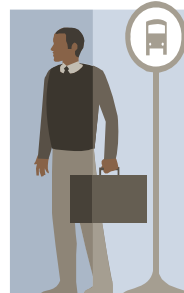
### 7. WATCH WHAT (AND HOW) YOU EAT

**Make it a habit to bring your own eating dishware for those meals you eat at the office.**



### 3. PRINT SMARTER

The average U.S. office worker goes through 10,000 sheets of copy paper a year. **Make it a habit to print on both sides or use the back side of old documents for faxes, scrap paper, or drafts.**



### 8. RETHINK YOUR TRAVEL

Make it a habit to take the train, bus, or subway when feasible instead of a rental car when traveling on business. If you have to rental a car, some rental agencies such as EV Rental Cars ([www.evrental.com](http://www.evrental.com)) now offer hybrids and other high mileage vehicles.



### 4. GO PAPERLESS WHEN POSSIBLE

Make it a habit to think before you print: could this be read or stored online instead? Request to be removed from mailing lists for any unwanted catalogs, newsletters, magazines, and junk mail.



### 9. RECONSIDER YOUR COMMUTE

Make it a habit to carpool, bike, or take transit to work, and/or telecommute when possible. If you need to drive occasionally, consider joining a car-sharing service like Zipcar ([www.zipcar.com](http://www.zipcar.com))

and Flexcar ([www.flexcar.com](http://www.flexcar.com)). These are great alternatives to owning your own wheels.



### 5. RAMP UP YOUR RECYCLING

Make it a habit to recycle everything your company collects. Just about any kind of paper you would encounter in an office, including fax paper, envelopes, and junk mail, can be recycled. So can your old cell phone, PDA, or pager (see [www.collectivegood.com](http://www.collectivegood.com) for more info).



### 10. CREATE A HEALTHY OFFICE ENVIRONMENT

Make it a habit to use nontoxic cleaning products. Brighten up your cubicle with plants, which absorb indoor pollution. Make a policy to buy furniture, carpeting, and paint that are free of volatile organic compounds.