

# HOW TO GO GREEN AT THE OFFICE

## 10 WAYS TO HELP 'GREEN' UP THE OFFICE

**Save the trees!** Maximise the printer by setting it to minimise paper and toner. Only print what is needed. And use recycled paper!



1

**Re-re-recycle!** Replace individual trash and recycling containers with centralised ones. Always recycle.



2

**Green up your office!** Literally. Bring in plants to help filter the air you breathe and produce oxygen.



3

**Power down!** Make use of the sleep and auto power off features on all electronic devices.



4

**Unplug!** Remove plugs from outlets and turn off power strips to eliminate the "phantom load".



5

**Energy efficiency!** Make sure your office has energy saving or LED bulbs. Turn off lights when not needed.



6

**Eco wash!** Harsh cleaners can be toxic. Try and use environmentally safe cleaning supplies.



7

**Re-use for fork sake!** Use washable plates, containers and utensils when at work. Get your own drink bottle and re-use!



8

**Do your research!** Read, search and watch. Learn what you can about being more sustainable.



9

**Spread the word!** Share your ideas/experiences with coworkers, management or building managers. Help save the planet.



10

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