



## Help Green Your Business In 10 Easy Steps

- 1. Know more, do better. Increase knowledge and awareness at your office.**
  - a. Designate a person or group of people to learn about environmentally friendly business practices.
  - b. Subscribe to a newsletter, research web sites, read a book, and talk to other companies that are engaged in green practices.
  - c. Share what is learned with other employees during meetings, through in-house newsletters, or on a company bulletin board.
- 2. Make a *visible* commitment and display your commitment proudly.**
  - a. Write a mission statement or modify your current mission statement to include green practices. (Ex. "Success at \_\_\_\_\_ Company includes being a good steward of the environment by reducing waste, recycling and conserving natural resources.")
  - b. Post and advertise your environmentally responsible mission statement internally, on your web site, and as an automatic footer on electronic communications.
- 3. Initiate an in-house recycling program.**
  - a. Make it easy for employees to dispose of products to be recycled (such as paper, cardboard, phone books, magazines, toner cartridges, plastics, cans, cell phones, batteries and glass) by placing containers throughout the office space or in each office.
  - b. Contract with the cleaning company or partner with a local charity to dispose of recycled materials.
  - c. Donate unwanted products and furniture to charity.
- 4. Choose office supplies wisely.**
  - a. Switch to environmentally friendly cleaning supplies.
  - b. Buy remanufactured ink and toner cartridges.
  - c. Purchase recycled paper, unbleached or uncolored paper, or chlorine free paper.
  - d. Instead of buying scrap paper, use the blank side of unneeded copies.
- 5. Incorporate general Green Practices.**
  - a. Replace paper plates and Styrofoam cups with real plates and mugs.
  - b. Set printer to print 2 sided copies.
  - c. Have a "Go Green" contest and reward the employee that coming up with the best way for your company to make an environmentally friendly impact.
  - d. Only run the dishwasher when it is full.
  - e. Print only when necessary.
  - f. Use electronic storage instead of hard copy storage whenever possible.
  - g. Turn off lights when leaving an office or conference room.
  - h. Install solar shading or window tint to reduce the heating effects of the sun.
- 6. Replace light and water fixtures with green products.**
  - a. Change fluorescent lamps with T-8 bulbs during scheduled upgrades;
  - b. Add low-flow aerators to faucets
  - c. Add 'fillers' to toilet tanks so they use less water when flushing.
- 7. Turn off all office equipment at the end of the day and on weekends.**
  - a. Plug equipment into a power strip to make it convenience to power down.
- 8. Adjust the thermostat when business is closed or install a programmable thermostat.**
  - a. Set the thermostat to 78 degrees when cooling, 68 degrees when warming.
- 9. Purchase renewable energy credits from the power company to 'offset' energy use.**
  - a. Most power companies have research and development programs that evaluate emerging energy technologies and your companies can purchase renewable power (for a slightly highly rate) to augment traditional power sources.
- 10. As a company, participate in a Green Event in your local community.**