

SUSTAINABLE OFFICE



CHECK LIST

A SUSTAINABLE OFFICE...



Uses environmentally responsible paper and remanufactured printer/toner cartridges



Uses scrap paper for ALL drafts and notes



Recycles all paper waste, using the print room paper bin or recycling bins under each desk



Sets printer default to double sided and prints more than one page per sheet



Does NOT print emails unless necessary



Has monitors and lights OFF when absent for over 45 minutes



Turns all appliances OFF when going home, i.e. monitors and computers, printers, microwaves



Recycles all drink bottles, glass and plastic, by using the kitchen commingled bins or the recycling bins under each desk



Uses and offers durable cups, mugs & crockery to avoid disposables



Dresses appropriately for office temperature, avoiding need for personal heating/cooling appliances



THE UNIVERSITY OF
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