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

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