

Office Efficiency Guide



Here are some ideas to help reduce your ecological footprint in the office (and at home too).

- Turn off your computer, monitor, and printer every night, preferably at the power strip.
- Turn off your monitor when not in use (breaks/meetings).
- Turn off the lights when not needed - at your desk, in your office and when leaving a meeting room.
- If your work area is too bright, it is possible to remove some of the overhead bulbs. This needs to be coordinated with your custodial staff so that they don't replace the removed bulbs.
- Use the stairs and avoid the elevator if possible.
- Use electronic communication to reduce paper use.
- Avoid buying individual printers for each desk. Instead, use network printers that serve the entire office. Each office should have at least one network printer capable of duplex printing - if not talk to your administrative staff about how to upgrade.
- Print "duplex" or both sides of the paper whenever possible. Make duplex printing your default so it doesn't have to be a conscious choice (printing preferences for your printer).
- Use deskjet printers as little as possible. They are cheap, but the ink is expensive and doesn't last long.
- Recycle all office paper and cardboard.
- Purchase recycled paper with at least 30% post-consumer recycled paper content.
- Make your own note paper with the back side of "waste paper" and a cutting board. Printing Services will also do this for you.
- Recycle all your old office and home electronic equipment, including ink cartridges and cell phones. Network Support needs your old office computers, for other electronics and home recycling see: <http://www.recycle.slco.org/index.html>.
- Find a volunteer to recycle plastic and aluminum via home or county bins. If you are holding an event on campus ask Plant Ops to deliver and pick-up aluminum recycling containers. (Do **NOT** discard plastic in aluminum containers, as it will jeopardize service if contamination is found). Call Que Collard's office at 581-6108 to make arrangements.
- When replacing old office appliances, buy new Energy Star models.
- Turn off your space heater when not needed. Better yet, set the thermostat lower, turn off the space heater, and put on a sweater instead.
- Carpool, take public transportation, walk, or bicycle to work as often as possible.
- Bring your own re-usable water bottle or coffee mug rather than buying your drink in a disposable container. (For a cup of coffee, twenty-three percent of the cost goes to buying the disposable cup)
- Purchase and use environmentally friendly cleaners.
- When remodeling, ask for low VOC (Volatile Organic Compound) paint.
- Take time at a staff meeting once or twice a year to discuss other ideas. Feel free to invite a member of the Student Affairs Sustainability Committee.

