

Energy Saving Tips

- During cold weather, shut all of your windows tightly and close the blinds at night.
- Shut off computers, monitors, and other equipment when not in use which prevents the consumption of “phantom” electricity. The same applies for small appliances (microwaves, coffee makers, etc.)
- Enable your computer’s energy-saving modes (standby or hibernate).
- Enable the sleep mode on all your copiers and printers after 5 minutes or more of inactivity.
- Turn off office lights when the room is not occupied.
- LED desk lamps use the least amount of energy. Unlike CFL bulbs, LED bulbs contain no mercury and last years longer.

Waste Reduction Tips

- Print or copy on both sides of a page and use double-sided printing as the default setting for your printer when feasible.
- Reuse paper that already has text on the other side whenever appropriate. Consider keeping a scrap paper pile near your printer and/or copier.
- Reduce your page margin settings to decrease the page count of longer documents.
- Use inter-office envelopes instead of regular envelopes whenever possible.
- Designate an area in a supply closet, or elsewhere in your office, for sharing office supplies that can be reused (file folders, binders, pens, paper clips, etc.).
- Use reusable bags for your lunches, shopping, and other activities.
- Find ways to cut down on junk mail. Contact publishers and catalog distributors to receive fewer publications.