

# Greening Your Office



*It's Easy to Be Green*

# What is Sustainability?

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- Why is it important?
- How you can help.
- Visit the University's Sustainability website at <http://sustainability.uchicago.edu/>

# Getting Started

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- ❑ Find allies! Identify people in your office who are willing to work with you; build a team
- ❑ Understand what you can do and what others in your office can do
- ❑ Carry out an audit
- ❑ Identify actions to take
- ❑ Set an example
- ❑ Establish recommended best-practices

# Department-wide Efforts

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- ❑ Purchase recycled paper, printers with double-sided printing capacity, compact fluorescent bulbs—available on BuySite <http://nsit.uchicago.edu/buy/> (choose Office Max, then „Browse Catalog Only“)
- ❑ Obtain recycling bins by calling Facilities Services @ 4-1414
- ❑ Share recommended best-practices

# Grassroots Efforts

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- ❑ Every individual in your office can make contributions, however small
- ❑ Let individual department members know what they can and should do

# As a Whole

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- ❑ A team effort is needed for maximum effectiveness
- ❑ Individual actions lead to collective change
- ❑ Department-wide changes lead to individual change
- ❑ Encourage action; stay positive
- ❑ Keep each other accountable

# Auditing Your Office



The How-To Specifics of  
Greening Your Office

# Audit

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- Paper and Waste
- Recycling
- Electricity
- Kitchen
- Transportation
- Sample audit available at:  
[www.thegreenoffice.com](http://www.thegreenoffice.com)

# Paper and Waste

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## □ Paper

- Purchase paper products with high quantities of post-consumer waste (PCW)
  - Ensure that staff members know how to copy and print double-sided
  - Print only what you need
  - Reduce margins
  - Encourage reusing back side of paper for drafts and notes
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- Recycle all paper, glass, metal, and plastic
  - Safely dispose of or recycle hazardous materials, including ink cartridges and batteries

# Electricity

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## □ Lighting

- Switch to energy-saving fluorescent lighting, including compact fluorescent light bulbs (CFLs)
- Turn off the lights when you leave your office for more than 5–10 minutes; create an informal “lights out” policy

## □ Electronics

- Turn on *power-save* modes; inform staff how to do so
- Use power strips to turn off all electronics (except office computers) at once
- Instead of using a screensaver, set your computer to “sleep” or “hibernate;” use a “standby-mode” when your computer will be idle for more than 20 minutes
- Turn off your monitor overnight

## □ Air-conditioning

- Use fans and open windows instead of using A/C

# In the Kitchen

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- ❑ Avoid plastic bottles and other disposables, especially Styrofoam
  - Purchase recycled, chlorine-free napkins with high post-consumer waste (PCW)
  - When needed, choose recyclable products with numbers 1 or 2
- ❑ Create space for staff to keep washable mugs and plates
  - Set up a dish-washing area with sponges and hand towels, or encourage department members to bring their own towels
  - Turn off water while scrubbing dishes

# Transportation

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- ❑ Encourage using public transportation as well as biking and walking
  - CTA and Metra: [www.transitchicago.com](http://www.transitchicago.com)
  - Campus bus routes: [bus.uchicago.edu](http://bus.uchicago.edu)
- ❑ Reduce single-occupant car rides
  - Establish a carpool and receive discounted parking
- ❑ Supplement transportation with University-sponsored programs
  - Guaranteed Ride Home; Occasional Parking; Subsidized Car Sharing with I-Go and ZipCar
  - For more information, visit [transportation.uchicago.edu](http://transportation.uchicago.edu) under “alternatives”

# Questions and Comments

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- What are your experiences and tips?