

Sustainable Office Practices

Use Paper Responsibly

- ♻️ Print and copy double-sided.
- ♻️ Use spell check and proofread before printing.
- ♻️ Save one-sided paper to use for scratch paper, stock fax machines, and copy and print on as appropriate.
- ♻️ Save paper by design: use narrower margins and smaller fonts as appropriate; use the reduction feature on copiers to fit more on one page.
- ♻️ When you're finished, recycle it!

Turn Off the Lights

- ♻️ Switch the lights off when leaving a room and at the end of the day.

Recycle Paper and More

- ♻️ Recycle paper, cardboard, glass, metals and plastics. Call Facilities at 4-1414 for recycling bins.

Dispose of Office Waste Responsibly

- ♻️ Recycle ink cartridges and batteries.
- ♻️ Appropriately dispose of fluorescent light bulbs, computers, electronics, and other supplies.

Avoid Disposables

- ♻️ Use eco-friendly cleaning supplies and avoid or limit disposable cleaning products. Visit <http://www.epa.gov/oppt/epp/pubs/products/> for recommendations.
- ♻️ Keep and use washable plates and mugs in the office.
- ♻️ Use sponges, cloth napkins, and cloth towels instead of paper products.
- ♻️ When disposables are necessary, choose recyclable products and avoid Styrofoam and plastic.

Turn on Power-Save Modes

- ♻️ Use *power-save* modes on all equipment and appliances when available.

Minimize Use of Air Conditioning

- ♻️ Use ceiling or other fans on hot days.
- ♻️ Turn off air conditioning and open windows on nice days.

Turn Off Electronics

- ♻️ Turn off your computer monitor, printers, speakers, and copy machines before leaving each evening—these use energy even when not in use.

Commute to Work

- ♻️ Start a carpool; walk, bike, or take CTA instead of driving. It adds up to cleaner air. Visit <http://facilities.uchicago.edu/transpparking/> for options.

Buy Green – through BuySite

<https://solutions.sciquest.com/apps/Router/PunchoutFrameSet?action=tran&ReturnUrl=/apps/Router/ProductSearch&supplierId=4050081&punchoutSessionId=&punchoutOperation=create>

- ♻️ Buy recycled content, remanufactured, and recyclable office products and paper goods.
- ♻️ Buy compact florescent bulbs instead of incandescent or halogen bulbs.
- ♻️ Buy in bulk—it uses less packaging.

Learn more

- ♻️ Visit the Sustainability website at <http://sustainability.uchicago.edu/>
- ♻️ Take an office energy audit at: www.thegreenoffice.com