



IT'S GREAT TO GO GREEN!

Easy ways to be eco-friendly at work:

1. Warm up...or cool down!

Check your thermostat...for every degree it's set warmer in the summer or cooler in the winter, you can save 6%-8% in energy costs.

2. Lap up the savings...

When replacing computers, consider getting laptops rather than desktop models. Because they're portable, they're more versatile...plus you'll save up to 70% in electricity costs.

Did you know?

If every American recycled just one-tenth of their newspapers, we would save about 25 million trees a year?

3. Get the power!

Plug all your desktop equipment into a surge protector and play it smart. Not only will it provide surge protection for your equipment investments, it makes it easy to turn everything off at the end of the workday. One simple flip of a switch can result in great energy savings!

4. Digitize and organize.

Saving information digitally cuts down on paper use, saves on waste and conserves space. Invest in tape cartridges, external USB drives, CDs and other storage media for both long- and short-term storage.

Did you know?

An average office worker uses over 10,000 sheets of paper per year.

5. Cup o' joe?

Enjoy your cup of coffee in an environmentally friendly cup. Choose coffee cups that are biodegradable or recyclable...or provide employees with ceramic mugs that can be washed and used again and again.

6. Water, water, everywhere!

Make sure faucets get turned off completely and that leaks are promptly repaired. You'll save water and money, too!

Did you know?

Once a CFC atom reaches the ozone layer, it can take over 100 years before it breaks up and becomes harmless?

7. It all adds up!

Make it easy for everyone to recycle paper by putting a personal-size paper recycling box or bin at every desk.

8. Shoot for the stars!

Look for products with Energy Star certification, and you can rest easy knowing you're getting energy efficient equipment!

Did you know?

Energy saved by recycling one ton of aluminum could fuel a car that gets 35MPG for over 82,000 miles?

9. Tone down toner waste.

Consider remanufactured toner cartridges to save money...you'll also help reduce landfill waste and oil consumption in the process!

10. Be naturally smart!

Choose natural cleaning products and reduce the use of chemicals that irritate the skin and eyes and pollute the planet. They're better for you and the earth, too!