



## IN THE GENERAL AREAS

- ♻️ NO MORE STYROFOAM
- ♻️ RECYCLE PAPER/CARDBOARD/MAGAZINES AT MINIMUM
- ♻️ RECYCLE PLASTICS AND ALUMINUM (CALL WM FOR BINS)
- ♻️ TURN THERMOSTAT UP AFTER HOURS (FOR SUMMER)
- ♻️ REPLACE INCANDESCENT BULBS WITH CFLS
- ♻️ USE LOW OR NO VOC PAINT WHEN NECESSARY
- ♻️ REPLACE WORN CARPET WITH WOOD OR TILE FLOORING
- ♻️ ENCOURAGE USE OF CLOTH SHOPPING BAGS
- ♻️ DO NOT PROVIDE BAG FOR ONE ITEM

## IN THE KITCHEN

- ♻️ SWITCH TO CERAMIC MUGS FOR COFFEE/CUPS FOR DRINKS
- ♻️ USE ACTUAL DISHES INSTEAD OF PAPER PLATES
- ♻️ GET RID OF THE PLASTICWARE, USE SILVERWARE
- ♻️ PURCHASE FAIR TRADE COFFEE FOR YOURSELF AND STAFF
- ♻️ USE HAND TOWELS AND RAGS INSTEAD OF PAPER TOWELS
- ♻️ USE TAP WATER INSTEAD OF BOTTLED WATER
- ♻️ BRING LUNCH TO WORK – IT SAVES GAS AND PACKAGING AND MORE HEALTHY FOR YOU!

## IN THE RESTROOM

- ♻️ SWITCH TO HAND TOWELS (FOR STAFF)
- ♻️ CHANGE TO RECYCLED TOILET PAPER
- ♻️ USE BIO-DEGRADABLE CLEANERS

## IN THE OFFICE

- ♻️ SWITCH TO BIO-DEGRADABLE PACKING PEANUTS
- ♻️ REUSE PACKING MATERIALS SUCH AS BUBBLE WRAP/AIR POCKETS
- ♻️ UTILIZE RECYCLED PAPER
- ♻️ USE BOTH SIDES OF THE PAPER
- ♻️ UNPLUG ELECTRONICS AFTER HOURS
- ♻️ PAY BILLS ON-LINE AND SIGN UP FOR ELECTRONIC STATEMENTS
- ♻️ KEEP STATEMENTS ON ELECTRONIC FILE AND DO NOT PRINT
- ♻️ CONSOLIDATE ORDERS FOR LESS SHIPPING
- ♻️ RECYCLE TONER CARTRIDGES OR REFILL INK ONES
- ♻️ REPAIR ELECTRONICS AND FURNITURE OR BUY USED
- ♻️ RECYCLE OR DONATE ELECTRONICS RATHER THAN THROW AWAY

