



Mission Green: **Creating the Environmentally Friendly Work Place**

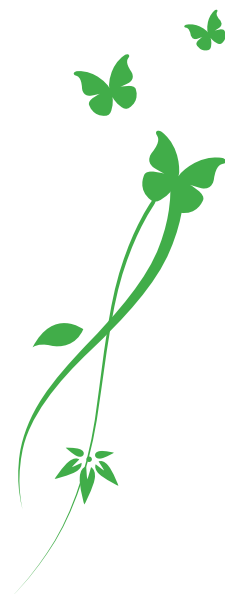
With the trends of today's green initiative, society as a whole is continually becoming more environmentally conscious not only at home but also in the workplace. Employers are beginning to adopt more green approaches to running their businesses in an effort to cut costs, save energy, increase productivity and of course create a lighter ecological footprint. It makes for good practice all around and the best thing are the simple solutions to make this transition possible. Here are some helpful tips to get your office moving forward.

Going Green with Printing

- Use the backside of printed paper for notes rather than throwing it away.
- Implement a paperless scanning and document management solution.
- Recycle your office paper rather than simply throwing it away.
- Purchase and use only recycled paper.
- Print on both sides of your paper when possible.
- Buy remanufactured ink and toner cartridges rather than purchasing brand new ones (this will also help you save money).
- Recycle empty ink and toner cartridges. Rather than throwing them in the trash, take old cartridges to a recycle center, or there are companies who will pick-up your old cartridges and sometimes even pay you for them when they deliver your new or refurbished cartridges to you.
- Use multipurpose or multifunction devices. For example, get a printer that also has a built in copy and fax function rather than buying a separate printer, copier, and fax machine.
- Only turn on your printers and copiers when needed rather than leaving them on all day.
- Purchase Energy Star printers and copiers that have energy saving features and can automatically go into a sleep mode.
- Only print documents when absolutely necessary.

Going Green with Office Supplies

- Purchase reusable pens and refill cartridges.
- Purchase "green" or recycled office products.
- Use staple-less staplers.
- Reduce the use of non-green products such as rubber bands.
- Recycle any used office supplies.



Going Green with Technology

- Set your PC to go into sleep mode after 15 minutes of inactivity. This will conserve electricity to save both the environment and your pocketbook.
- Turn off your PC Monitors when leaving the office for the day.
- Eliminate screen savers. Instead, set the monitors to power off after a period of inactivity.
- Set all electronic devices to go into sleep mode or energy saver mode after a certain period of inactivity (printers, fax machines, etc...). This feature is available on all Energy Star approved electronic devices.
- Use power strips. Up to 75% of the electricity used to power office equipment may be consumed while the products are turned off! The simplest way to avoid this waste is to plug office equipment into a power strip that can be switched off each day.
- Take old computers and monitors to a recycle center rather than throwing them in the trash to eventually end up in our landfills.
- Purchase and use only rechargeable batteries.
- Use e-mail whenever possible to cut down on the amount of printing and paper distribution.

Going Green with Electricity

- Make sure to turn off the lights in unoccupied offices and conference rooms.
- Use motion sensors that automatically turn lights on and off as people enter and leave the room.
- Purchase LED desk lamps rather than traditional standard bulb lamps.
- Use compact fluorescent bulbs in the office.
- Utilize the natural light when feasible. Artificial lighting consumes about 40% of electricity in a typical office building. Simply moving your desk towards a window helps cut down electricity use, saving money and the environment.

Going Green in the Staff Areas

- Use coffee mugs and wash them instead of using Styrofoam cups.
- Purchase dishware for office use rather than having to use disposable.
- Make sure to use Energy Star appliances in your break room.
- Place a recycle bin in the break room for glass, plastic, and cans.
- Use recycled coffee filters, or purchase a coffee maker that does not require the use of filters.
- Go green by adding green. Plants are a great way to recycle the air and add a fresh appeal to the environment.
- Use green cleaning products around the office.
- Purchase modular furniture. Buying modular furniture helps you mix, match, and grow without the need to reinvest in an entirely new look and helps in reducing waste

Going Green with Your Commute

- Implement a carpool or vanpool system for your employees to help save them money on gas and time with using HOV lanes, and to also reduce the number of cars traveling in to your office each day.
- With the modern technology of instant messaging and video conferencing, telecommunication is a big trend in today's workforce.

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Difference Starts With You.

The ideas and solutions are readily available for making an impact. It only takes a positive outlook and basic implementation to lay the groundwork for a healthy, low-impact work environment. When we work together, we can all make a difference.

