Some additional tips on being green at the office…

* Incorporate the use of reusable hand towels
* When shopping, use reusable bags instead of plastic or paper
* Encourage staff to switch to bringing their own reusable thermos or mug instead of a disposable, single-use mug
* Organize a collection box at work for other employees to bring old clothing etc. for other employees or to bring to a thrift store
* Eliminate all Styrofoam products
* Encourage staff to carpool, walk, or bike to work if possible
* Make a shift towards using green cleaning products
* Print double-sided
* Avoid spraying air fresheners (these release VOCs (Volatile Organic Compounds that can be harmful to health and to the Earth)
* For office events with food, make an attempt to find food low on the food chain (Ex: fruits, vegetables, bread) instead of animal products (especially meat)
* Bring lunch from home in a reusable container
* Use a power strip to quickly power down electronics at the end of the work day
* Close the curtains when you leave the office (acts as an extra layer of insulation)
* Contact Facilities Management to fix leaking faucets etc. (email FM at [fm\_work\_orders@berea.edu](mailto:fm_work_orders@berea.edu) or call at (859)-985-3827)
* In summer, set your thermostat to 78 degrees and in winter set it to 68 degrees.
* Take the stairs instead of the elevator (one elevator ride uses the same amount of energy as it takes to charge your phone)
* Remove screensavers from computer, set your computer to automatically sleep instead (Go to computer settings> search screensaver and adjust accordingly, instructions can also be found online)
* Avoid using personal printers, fans, and space heaters
* Unplug electronics at desks etc. that aren’t being used
* Switch to Energy Star Rated Appliances
* Add some plants to clean the air (Bromeliads, Dracaenae, Spider Plants, Jade Plants, and Golden Pothos all greatly improve indoor air quality)