

We use **LESS**

Adopting a few simple sustainable office practices will help reduce waste, save money, and protect our natural environment. Apply these tips as you are able within your office area or workspace.

Electronic Devices

- Do not use individual plug-in items such as refrigerators, coffee makers and warmers, hot plates, candle warmers, water coolers or heaters.
- Turn off computers whenever you leave the office for more than one hour.
- Unplug charging devices when not in use.
- Do not use screen savers as they increase energy use.

Efficiency

- If you have a window, utilize natural lighting whenever possible.
- Do not block AC/heating vents.
- Do not open windows and outside doors to regulate indoor temperatures.

Recycling

- Utilize campus recycle bins for paper, aluminum cans, plastic bottles, and glass.

Paper Usage

- Save items electronically; print only when it is absolutely essential to have a hard copy.
- When possible, send and receive documents electronically instead of printing and mailing.
- When printing reduce margins, use 10-point font and utilize both sides of the paper.

Materials

- Only purchase items that are needed. Don't buy in excess.
- Check the office swap shop or other departments before ordering supplies. Office items that set on shelves for years often end up in the trash.
- When ordering, look for items that are durable. This can reduce waste.
- When possible, purchase items containing recycled content.

Lighting

- Use the least number of light bulbs required to adequately light a room.
- Use natural light from windows instead of light bulbs as often as possible.
- Turn off lights when you leave your office.
- Turn off lights in all unused spaces including unoccupied classrooms.
- Do not use "decorative lighting."