

# GREEN OFFICE *checklist*

Does your office use paper with a high recycled content?

Do you have reusable dishware in your break room and/or kitchen?

Do you use green certified cleaning products?

Do you have LED light bulbs in use?

Is your electronic equipment set to power savings mode and automatic power down when it is not in use?

Is there a scrap paper bin in your office?

Do you print double-sided as often as possible?

Do you turn off the lights when they are not in use?

Is your equipment ENERGY STAR rated?

Do you avoid using/purchasing disposable items and propose reusable alternatives whenever possible?

Do you avoid leaving windows open when the AC is on?

Do you share documents electronically as much as possible?

Do you recycle plastics #1 & #2, paper products, aluminum, and collect other non-recyclables such as ink cartridges and plastics bags to recycle off of campus?

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