

Ways You Can Help Curb Climate Change

Energy Efficiency

- Turn on *power-save* modes on equipment and appliances
- Turn off equipment during nights and weekends. Attach computers, copy machines, microwaves etc. to power strips for ease in turning them off at the end of the day. (Even when not in use, appliances use electricity. According to Co-op America, turning computers and copiers off after work can cut energy usage up to 75 percent)
- Replace cathode ray tube (CRT) monitors with LED or liquid crystal display (LCD) monitors
- Install an automated thermostat and/or set temperatures so that it will be comfortable during the day and will use less energy during nights and weekends
- Close the blinds at windows that receive direct sunlight and after work and on weekends to prevent excess heating in the summertime
- Use a ceiling fan or other fan in the summer. Fans use 98 percent less energy than A/C and make you feel up to 6 degrees cooler
- Ensure radiators and heaters are not blocked by furniture
- Add weather stripping to all doors and windows
- Use energy-efficient compact fluorescent or LED bulbs
- Use thin fluorescent tubes (T8) which use less energy but have the same output as T12 tubes
- Turn off lights when exiting rooms or install motion sensors
- Schedule an energy audit through your local power company
- Buy rechargeable batteries and a charger
- Look for EPA Energy Star certified options when purchasing new equipment or appliances

Transportation

- Bike, walk, take public transportation or car-pool to work
- Subsidize the use of public transportation for employees
- Install bike racks outside your office
- Participate in a ride-sharing program. See <http://www.citywheelscleveland.com/>
- Purchase hybrid or fuel-efficient vehicles
- Use videoconferencing and conference calls instead of travel when possible

Responsible Paper Usage

- Purchase chlorine-free, high post-consumer waste recycled paper. See www.environmentalchoice.com
- Use email for internal distribution in place of hard copies
- Keep mailing lists up-to-date and avoid duplicates
- Edit documents on-screen as much as possible to avoid printing multiple drafts
- Conserve paper by printing and copying double-sided
- Use the reduction feature on a copier to fit more on a page
- Print using lowest quality print setting when appropriate to conserve ink and cartridges
- Use postcards for mailings when possible and use the smallest size envelope required
- When appropriate, stock fax machines, copiers and printers with scrap documents to make use of both sides of office paper
- Use reusable inter-office envelopes
- Cancel junk mail and notify senders if you are receiving more copies of a mailer than you require.
- Work with printers who use responsible inks and papers

In the Kitchen

- Keep washable plates, mugs, glasses and silverware in the kitchen and avoid disposables
- Purchase recycled and non-chlorine bleached paper towels and napkins
- Hang hand-towels in the kitchen (and bathroom) and use cloth napkins in place of paper ones. Establish a system for washing cloth items
- Bring lunches in reusable rather than disposable containers
- Provide a dish washing area to support the use of reusable dishes
- Bring your own bags when shopping
- Frequent restaurants that purchase local foods
- Compost food waste

Office Supplies, Products and Furniture

- Have a “used goods area” within the office and include binders, folders, padded envelopes, cardboard boxes, disks, etc. Use these before purchasing new supplies
- Purchase and use products that are recycled and recyclable
- Purchase unbleached or chlorine-free, high post-consumer waste recycled paper products, including binders, envelopes and toilet paper
- Purchase Forest Stewardship Council (FSC) certified paper
- Consider products with minimum packaging and purchase in bulk
- Use refillable pens and tape dispensers instead of disposable ones
- If replacing your carpet, look for non-toxic recyclable carpeting
- Purchase products from local suppliers (to avoid long distance shipping and packaging) and from suppliers committed to environmental issues
- Purchase used items from thrift stores when possible

Recycling and Proper Disposal

- Set up a comprehensive office recycling program for paper, cardboard, glass, metals and plastics and clearly label all recycling bins
- Recycle toner cartridges through manufacturers
- Collect and recycle batteries, especially rechargeable batteries. You can search for the nearest place to recycle [here](#)
- Donate or sell old cell phones for reuse
- Recycle packing peanuts. Call 800-828-2214 to find the nearest drop off location
- Donate equipment and furniture to a resale store such as the Habitat for Humanity ReStore, the Salvation Army or the Greater Cleveland Furniture Bank
- Audit your paper use by comparing your present and past paper usage. Set new paper reduction goals after each audit

Meetings and Events

- Support environmentally responsible hotels and meeting spaces
- Ensure that meetings and trainings are held at locations served by public transportation. Include train or bus directions on the invitation
- Buy locally grown food and support caterers who do
- Avoid disposable dishes or box lunches when possible
- Label foods at events if they are local
- In evaluations of meetings and events, ask how the event could reduce its carbon footprint in the future