

# 15 WAYS TO GREEN YOUR OFFICE

## **1. CREATE A FLEXIBLE SPACE.**

DESIGN AND FURNISH THE INTERIOR SPACE WITH MODULAR CONSTRUCTION AND FURNISHINGS TO ALLOW FLEXIBILITY TO MEET CHANGING NEEDS.

## **2. ACCESS TO DAYLIGHT**

DESIGN AND CONFIGURE THE OFFICE SO THAT OCCUPANTS ENJOY NATURAL LIGHT WHICH IMPROVES HEALTH AND INCREASES PRODUCTIVITY.

## **3. SOUND MASKING**

ACOUSTICAL PROBLEMS AND DISRUPTIVE NOISES ARE MINIMIZED THROUGH A SOUND MASKING SYSTEM.

## **4. ACCESS TO VIEWS OF THE OUTDOORS**

DESIGN AND CONFIGURE THE OFFICE SO THAT OCCUPANTS CAN ENJOY VIEWS OF THE OUTDOORS WHICH IMPROVES HEALTH AND INCREASES PRODUCTIVITY.

## **5. MOTION SENSORS FOR LIGHTING**

REDUCE ENERGY AND WEAR BY USING MOTION SENSORS TO TURN OFF LIGHTS WHEN NOT IN USE.

## **6. ADD LIVE PLANTS**

LIVE PLANTS FILTER HARMFUL CHEMICALS FROM THE AIR AND IMPROVE HEALTH.

## **7. USE ENERGY STAR EQUIPMENT**

ENERGY STAR EQUIPMENT USES 65% LESS ENERGY THAN NON-RATED EQUIPMENT.

## **8. EFFICIENT STORAGE**

REDUCE THE AMOUNT OF EXPENSIVE REAL ESTATE USED FOR DOCUMENT STORAGE BY USING ELECTRONIC OR HIGH EFFICIENCY STORAGE OPTIONS.

## **9. USE COMPACT FLUORESCENT LIGHTS OR LED LIGHTS**

SAVES MONEY BY LASTING UP TO 50 TIMES LONGER AND SAVES ENERGY BY REDUCING HEAT LOAD & ELECTRICAL LOAD UP TO 75%

## **10. REDUCE PLUG LOAD**

TURN OFF PRINTERS, COMPUTERS AND OTHER EQUIPMENT WHEN IT IS NOT BEING USED.

## **11. USE REUSABLE ITEMS (PLATES, CUPS AND UTENSILS) RATHER THAN DISPOSABLE**

SAVE MONEY AND RESOURCES BY SWITCHING TO REUSABLE ITEMS INCLUDING WATER FILTRATION SYSTEM AND GLASSWARE VS. BOTTLED WATER.

## **12. RECYCLE PAPER, BOTTLES, CARDBOARD AND CANS.**

A TYPICAL OFFICE CAN REDUCE THEIR WASTE BY 50% AND RELATED COSTS BY IMPLEMENTING A RECYCLING PROGRAM.

## **13. MFD (MULTI-FUNCTION DEVICE)**

USE CENTRALIZED MULTI-FUNCTION PRINTERS RATHER THAN DESK TOP MODELS FOR COST, MAINTENANCE AND ENERGY SAVINGS.

## **14. GREEN PURCHASING**

PURCHASE SUPPLIES IN BULK, USE LOCAL SOURCES, PURCHASE ITEMS WITH RECYCLED CONTENT AND GREEN CERTIFICATION.

## **15. TAKE BREAKS TO GET EXERCISE, FRESH AIR AND SUNLIGHT**

IMPROVE HEALTH AND PRODUCTIVITY BY TAKING OCCASIONAL BREAKS TO GO FOR A WALK AND GET FRESH AIR.