

10 Easy Ways to Green Your Office

Brought to you by the Tennessee Environmental Council

1. Reduce printing. If you have to print a document, print double-sided and recycle all paper, plastic and glass bottles and cans
2. Use 100% post consumer or recycled paper, folders, envelopes etc.
3. Turn off all lights, computers, printers, etc. when you leave for the day
4. Set your office thermostat at 78 degrees in the summer and 68 degrees in winter
5. Reuse one-sided paper for note pads and scratch paper
6. Use pens which have exchangeable cartridges
7. Reuse binders, folders, shipping boxes etc.
8. Car pool and/or work one day from home
9. Replace all light bulbs with CFLs and only use lights you need
10. Use ceramic coffee cups and non-plastic silverware in your kitchen. Avoid straws, creamer and sugar in small packages, buy large bags instead. **AVOID STYROFOAM!!!**

You should see significant savings in utility bills as well as expenses for cups, straws etc.

10 Easy Ways to Green Your Home

Brought to you by the Tennessee Environmental Council

1. Use a toilet bank in your toilet tank to save 1 gallon per flush, and install low flow shower heads or sink faucet aerators (very low cost, high return) – available at letsogreen.biz
2. Purchase front-loading washers. They use about 8 gallons of water compared to 40 gallons for the conventional top loader
3. Turn off the water when brushing your teeth or shaving
4. Replace all conventional light bulbs with CFLs (compact fluorescent light bulbs) and save big on your energy bill
5. Insulate your house by using weather stripping for windows and doors
6. Maintain your heat and a/c units twice a year to ensure efficiency, make sure air ducts don't leak
7. Consider using an outdoor clothes line or dryer to air dry your laundry
8. Consider joining a CSA (Community Supported Agriculture) and support your local organic farmers
9. Food: Start composting and keep food waste out of the waste stream
10. Use cloth shopping bags for groceries and all other stores. Get one for free here: www.greenbaglady.blogspot.com/

Live by the principle of RRR: Re-use, Reduce, Recycle!!!