

# HOW GREEN IS YOUR OFFICE?

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## REDUCE \* REUSE \* RECYCLE

- \* Don't print documents unless necessary.
- \* Print drafts on reused paper.
- \* Print on post-consumer waste paper.
- \* Have a recycling station at work for all goods.



## DID A BULB GO OFF?

- \* Turn the lights off when not in use.
- \* Use energy saving bulbs.

## HONOR EARTH DAY ALL YEAR!

As you read our suggestions, is there **one thing** that you can do over the course of the next year to make your office more green? Post it to your favorite social media site with **#EarthDay50PA**



## BREAK TIME

- \* Use shade grown and organic coffee and tea.
- \* Use mugs instead of paper.
- \* Provide water filter pitchers to reduce bottled water usage.
- \* Provide a place to store brown-bag lunches.
- \* Have an outdoor eating area.



## PAWK THE CAHR

- \* Encourage walking or biking to work.
- \* Consolidate errands.
- \* Give incentives for carpooling.
- \* Have a bike available at work for local errands.
- \* Install bike racks.



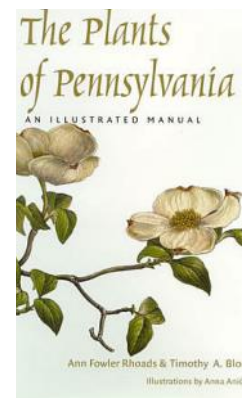
## ENCOURAGE VOLUNTEERISM

- \* Provide lunch and learns on green and outdoor topics.
- \* Have a shared resources center for recycling of goods—such as magazines, books, etc.
- \* Consider co-purchasing items such as copiers, fax machines, etc. with other groups
- \* **Volunteer in a state park or forest!**



## GO NATIVE

- \* Use native plants around your business.
- \* Plant shade trees to reduce cooling costs.



## IS IT HOT IN HERE?

- \* Turn off the heat or A/C when you leave the office.
- \* Set the temperature at a moderate level.



## SHHH

- \* Turn off the tap when not using water
- \* Install low flow toilets



# HOW GREEN IS YOUR HOME?

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## REDUCE \* REUSE \* RECYCLE

- \* Get off junk mail lists.
- \* Get your bills and bank statements online.
- \* Create a composting station for food waste and save HALF the trash that goes to landfills.
- \* Share newspapers and magazines with your neighbors



## DID A BULB GO OFF?

- \* Turn the lights off when not in use.
- \* Use energy saving bulbs.

## HONOR EARTH DAY ALL YEAR!

As you read our suggestions, is there **one thing** that you can do over the course of the next year to make your home more green? Post it to your favorite social media site with **#EarthDay50PA**



## DINNER TIME

- \* Buy local, eat local.
- \* Use shade grown and organic coffee and tea.
- \* Use real dishes instead of paper.
- \* Use a water filter pitcher to reduce bottled water usage.
- \* Have an outdoor eating area.



## PAHK THE CAHR (and burn some calories)

- \* Walk or bike whenever possible.
- \* Consolidate errands.
- \* **Volunteer in a state park or forest!**



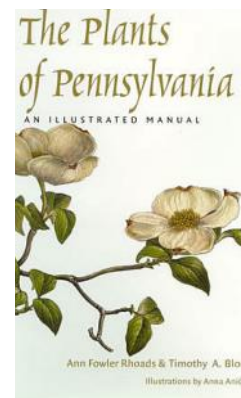
## DIAL DOWN CONSUMPTION

- \* Slay energy vampires—all those appliances that suck power even when they are “off.” Plug them into a power strip and flip its switch when you go out.
- \* Replace your old appliances with Energy Star efficient ones.
- \* Consider co-purchasing items like lawn care equipment with your neighbors
- \* **Go Solar!**



## GO NATIVE

- \* Use native plants around your home.
- \* Plant shade trees to reduce cooling costs.



## IS IT HOT IN HERE?

- \* Turn off the heat or A/C when you leave.
- \* Set the temperature at a moderate level and use a programmable thermostat.
- \* Insulate windows and the attic.



## SHHH

- \* Turn off the tap when not using water
- \* Install low flow toilets and showerheads.