

Green Tip #1



Remember to turn off the light when you step away from your desk. You can also do your part to save energy by turning off lights in unoccupied areas such as copy rooms, conference rooms and break rooms. **By taking a second to flick the light switch off, you can contribute to lighting energy savings of up to 25%.**

It's the easiest thing you'll do all day.

This tip is part of the Jawl Properties Tenant Energy Awareness Program. For more information on this program, please visit us at:

<http://www.jawlproperties.com/green-program-summary.php>

Green Tip #2



Consider using task lighting instead of ceiling fixtures that light the entire room. Savings of up to 40% can be achieved by using low wattage task lighting instead of ambient lighting. If possible use compact fluorescent bulbs for task lighting. A **single compact fluorescent lamp can save enough electricity (coal-fired) to keep a ton of carbon dioxide out of the atmosphere.**

For additional information on energy efficient lighting options visit:

http://irc.nrc-cnrc.gc.ca/ie/lighting/office/tasklighting_e.html

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Green Tip #3



Speak with your co-workers about scheduling office equipment orders to cut back on deliveries. Most office supply companies operate large fleets of trucks that consume mass amounts of fuel in making small deliveries. By placing large orders a couple of times a month instead of small orders every day, you can work with your co-workers to save fuel and reduce carbon emissions simply by being more organized!

To make this work, consider setting up a checklist of commonly used supplies. Each time an order is placed, it is up to the person placing the order to do a quick inventory check. If you really want to **go green**, try to develop a spreadsheet saved in a common folder that can be accessed by employees to save paper. By doing so, regularly ordered items such as pens and

pencils won't be forgotten, saving the supplier a delivery in a couple of days when you realize you can't find a black ball-point pen anywhere!

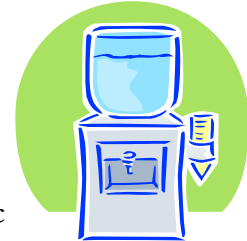
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Green Tip #4



Make an effort to **avoid drinking bottled water**. Although it is essential that you stay hydrated at work, there are numerous alternatives to disposable plastic bottles.



For recommended alternatives, visit:

<http://www.aboutmyplanet.com/daily-green-tips/daily-green-tip-2-alternatives-to-bottled-water/>

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Green Tip #5

It's time to get your bicycle out of storage and start peddling to work! Cycling is a great form of exercise. **In fact, cycling for just 30 minutes three days a week reduces your risk of cardiovascular disease and stroke by 50%.** Cycling can also save you time. If your commute is 5km or less, chances are cycling will take the same amount or less time than driving, not to mention time saved exercising at a different time of the day. Biking can also save some of the hundreds of dollars you spend on gas and parking every year—more than enough to buy a brand new bike! Many people are hesitant to bike to work due to safety concerns. Throughout the summer, free bike safety courses are offered through the Bike to Work Week organization.



For more information and dates please visit:

www.biketoworkvictoria.ca

For cycling tips, visit the Victoria Cycling Coalition website at:

www.gvcc.bc.ca

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Green Tip #6



Taking the bus to work is a convenient, cost saving alternative to beating that morning rush hour traffic. Using the public transit system will even save you tax money; in July 2006, the Federal Government's new Transit Pass Tax Credit took effect.

For transit schedules and routes, visit: <http://www.bctransit.com/>

For more information on the tax credit, visit:

<http://www.bctransit.com/regions/vic/news/newsreleases/pdf/vic-nr684.pdf>

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Green Tip #7



You can use the blinds on office windows to reduce heat flow in and out of the workspace. **Windows are poor insulators and allow large amounts of thermal energy to flow in and out of buildings.** Closing the blinds creates a natural barrier which limits the flow of heat. In the winter, close curtains, shades or blinds during unoccupied periods to retain heat. However, be sure to open them on sunny days to take advantage of the beautiful sunshine.

For more information on using your blinds as a natural heat barrier, visit:

<http://energy.saving.nu/tips/envelope.shtml>

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Green Tip #8



By shutting down your computer monitor when not in use, you can save significant amounts of energy each year. If your computer must be left on after-hours, turn off the monitor. This will not affect the programs you are working on. **Monitors consume over 75% of the total energy required to run a computer.** In case you weren't already aware, screen savers do **not** save energy—complex screen savers actually **increase** energy use. If you think you'll have a hard time remembering to turn off your monitor, change the settings (**Start > Control panel > Display**) to automatically switch off your monitor when not in use.

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Green Tip #9



Did you know that by operating photocopier equipment efficiently you will reduce energy usage by 25% or more? Next time you are copying documents, consider:

- ✓ Setting the copier to the energy-efficient setting
- ✓ Turning off the copier at night
- ✓ Putting the copier on a timer that will automatically shut it off

A photocopier left on overnight wastes enough energy to make 5,300 A4 copies!

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Green Tip #10

Is there an **ENERGY STAR** label on your computer monitor? **ENERGY STAR** software used to enable "sleep mode" on PC monitors can save \$10/year per monitor — approximately 170 kWh/year/monitor. The **ENERGY STAR** label indicates that the manufacturers of these machines have met energy-efficiency requirements established by the U.S. Environmental Protection Agency.



Be an Energy Star! Visit: <http://www.energystar.gov/>

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Green Tip #11



If you have the option when ordering a new computer, request an **80 PLUS** power supply. **80 PLUS means that your computer power supply is at least 80% efficient or greater at various load thresholds and is power factor corrected.** On average, an **80 PLUS** certified power supply saves 88 kWh per year in a computer and 280 kWh per year in a server.

For more information on 80 PLUS, you can visit: <http://www.80plus.org/>

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Green Tip #12



Whenever possible, choose to work on a laptop rather than at your desktop computer. **Laptops provide you mobility and use 50% or less energy than the average desktop unit.** If working on a laptop is not an option for you, remember energy savings associated with shutting your computer down at night, or turning off the monitor if a full shut down is not

permitted in your workplace.

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<http://www.jawlproperties.com/green-program-summary.php>

Green Tip #13



When placing the next office equipment order, consider purchasing a combination printer/fax machine/copier as using one machine instead of three will **reduce energy usage.** Allocating printers to departments rather than having individual printers at each workstation can also save a significant amount of energy.

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Green Tip #14



If you store your lunch in the staff refrigerator and seldom notice a consistent temperature, speak with your facility manager about installing **high-efficiency refrigeration equipment**. Maintaining and operating equipment at optimum levels can result in substantial energy savings—this involves sizing refrigerators and freezers properly to avoid over- or under-loading.

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Green Tip #15

Reduce Paper Use at Work



It takes 19 full-grown trees to make one ton of paper. By recycling 54 kilograms (about 119 pounds) of paper, you can save the equivalent of one tree from being cut down. Canadians are among the world's largest consumers of paper products.

You can make a difference by following these simple steps:

- ✓ Print only what is absolutely necessary.
- ✓ Set the **Print Properties** on your computer to the duplex printer setting. By using the double-sided printing feature you will quickly and easily reduce your paper consumption by 50%.
- ✓ Pick up what you send to the printer to avoid the small mountain of “forgotten” paper at the printer.
- ✓ Encourage others to reduce printing. **Adopt a tag line for your email signature line that reminds people to think before printing.**

For more information, visit:

<http://www.greeninggovernment.gc.ca/default.asp?lang=En&n=344882C3-1>

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<http://www.jawlproperties.com/green-program-summary.php>

Green Tip #16

Reduce Landfill – Use the Re-Usable



If you don't already, use a re-usable mug for your coffee or tea. **An estimated eight million tons of hazardous waste are generated in Canada every year**; by re-using a coffee mug each morning you can help to reduce the amount of waste that is sent to landfills. For those trips to the local Java shop, say no to take out, and instead bring your own mug or sit down, relax and enjoy your steaming cup of coffee in a real ceramic mug. Use your own re-usable lunch container and avoid pre-packaged foods.

All of the every day items that we buy require energy to produce, manufacture and transport. Anything we can do to **reduce what we buy** saves energy and reduces our carbon footprint.

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Green Tip #17



There are many options for business travel—choose the best transportation alternative that meets your needs. Consider travel efficiency through ride sharing, trip planning and where suitable, teleconference. Be creative! **Every trip and every person does make a difference.**

Carbon emissions Victoria to Vancouver, one-way trip

Mode of Travel	Tonnes of CO ₂ emissions per Trip ^{1[1]}	Relative to Ferry/Car
Helijet	0.064	181%
Floatplane	0.043	123%
Ferry + Car	0.035	100%
Pacific Coach + Ferry	0.014	39%

Based on information from ARES Greenhouse Gas and Action Report.

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Green Tip #18



Turn computer monitors off when not being used. Don't be fooled by screen savers! They are not an energy-efficient feature. **A PC and monitor left on continuously consumes between \$75 and \$120 worth of electricity a year. In standby mode, this can be reduced to \$15.** Remember to turn off lights in meeting rooms and at your desk when not required.

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Green Tip #19

Dress for success and go “**green**”. Consider eco-friendly companies next time you shop.



Environmentally friendly fashion now includes sophisticated designer products that use organic cotton, hemp, linen (flax) and wool. Clothing designers exploring alternative textiles are having great success with products from renewable sources that include bamboo, corn and soy.

Not all cotton products are created equal; non-organic cotton uses more pesticides than any other crop. **According to the World Wildlife Federation non-organic cotton uses 60 million pounds of pesticides each year in the US alone (where Canada gets most of its cotton).**

When buying cotton, check for the organic label. As an alternative, consider hemp T-shirts rather than conventional cotton and you can save 744 gallons of water, 190 kilojoules of energy and eliminate ¼ lb of fertilizer and pesticide. Now, multiply that by 100 hemp T-shirts and you save 74,400 gallons of water, 25 lbs of chemical fertilizer and pesticide, and 19,000 kilojoules of energy.

Wow! We can save the planet one “T-shirt” at a time.

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Green Tip #20



For the same quantity of energy produced, **rechargeable batteries have up to 32 times less impact on the environment than disposable batteries.** These findings were recently announced by UNIROSS, the European leader in rechargeable batteries, after completion of the world's first independent study that compares the environmental impact of disposable batteries with rechargeable batteries. You can reduce your ecological footprint by using rechargeable batteries in electronic devices whenever possible.

For more information, you can visit:

<http://www.aboutmyplanet.com/category/daily-green-tips/>

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Green Tip #21



With costs of transportation on the rise, consider **walking to work.** James Levine, a specialist at the Mayo Clinic's Non-Exercise Activity Thermogenesis lab in Rochester, says that making an effort to **walk at a pace of one mile per hour when you would otherwise be inactive can result in the loss of 40 pounds per year depending on your body weight.** Physical activity will make you feel more energized at work and will reduce carbon emissions generated by your vehicle during the commute each day.

Levine's studies in Non-Exercise Activity Thermogenesis (NEAT) have proven that to maximize the calories you burn, you simply need to move around more:

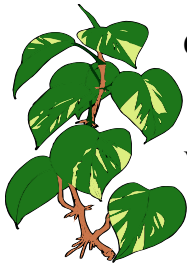
- Stand up every chance you get.
- Walk everywhere. Pace when you're on the phone, visit your co-workers instead of emailing them or use a pedometer and see how many steps you can get in each day.
- If you're stuck sitting for long periods of time, change position, shift in your seat or even do some isometric exercises - squeeze your hands together, contract your abs or squeeze your glutes.
- Sit on an exercise ball and roll around while working at the computer.
- Elevators also use an excessive amount of power as they move up and down. Why not take the stairs instead - get fit while cutting back on energy consumption!

For more information, visit:

<http://exercise.about.com/od/weightloss/a/secretweightlos.htm>

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Green Tip #22

You can fight air pollution! Introduce an oxygen breathing plant into your workspace. Believe it or not, even a small plant will improve the CO₂ levels. **Philodendrons, Boston ferns, and English ivy grow well with artificial light.**

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Green Tip #23



Take initiative and speak with your co-workers about setting up a meeting to discuss **“Green Ideas”**. You’d be amazed at what colleagues in your office will think of! Topics to brainstorm could include options for sharing documents to reduce printing, convenient and sustainable ways to save meeting minutes on a common drive, and thoughts on recycling. The more people you can get on board, the better!

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Green Tip #24

The **greenest** paper is no paper at all, so keep things digital and dematerialized whenever possible. The more you do online, the less you need paper. Keep files on computers instead of in file cabinets (this also makes it easier to create offsite backup copies or take them with you when you move to a new office). Review documents onscreen rather than printing them out. Send emails instead of paper letters. New software like **Greenprint** helps



eliminate blank pages from documents before printing and can also convert to PDF for paperless document sharing.

Converting your documents to Adobe PDF files is also easier than you think! **Click File, Print, and change your printer to Adobe PDF.** This will generate a document that can't be manipulated and you can save it in your folder of choice. If it's a document that you'd usually distribute to your co-workers, try saving it in a common office folder where everyone can access the file and print copies only if necessary.

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Green Tip #25

When buying printer paper, look for recycled paper with a high percentage of post-consumer content and minimal chlorine bleaching. Even recycled paper requires a great deal of energy, water, and chemical resources in its processing. When using paper, print on both sides of the page and when appropriate, try to use misprints as notepaper.

Choose printers and photocopiers that do double-sided printing.

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Green Tip #26

If you buy new work clothes, try to find garments made with organic or recycled fibres. Avoid clothes that need to be dry-cleaned. If you can't avoid dry-cleaning, seek out your local **“green”** dry cleaner. See [How to Green Your Wardrobe](#) for more tactics on greening those work duds.

Elite Dry Cleaners in Victoria's Cook Street Village have embraced sustainable dry cleaning methods. The Elite Mission: “We demonstrate our commitment to the well-being of our employees, our community, and our planet, by embracing ecologically sustainable practices. We continually improve our methods and our skills through innovation, education and training, to provide our customers the finest, most gentle garment care available anywhere. We help other cleaners to “go green”.”



Give them a try at:

Elite Dry Cleaners

1019 Cook Street
Victoria, BC V8V-3Z6
Phone: 381-2221

For more information on green dry cleaning, you can also visit their corporate website at:

<http://www.greendrycleaner.com/index.htm>

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Green Tip #27



If you are in the market for a new office chair, consider one that has been manufactured from recycled materials. Herman-Miller and Steelcase are two groundbreaking companies that have adopted the **Cradle-to-Cradle** protocol for many of their office chairs. You can also ask the supplier or manufacturer if they have considered any of the following:

- ✓ Product life cycle assessment
- ✓ Minimal toxicity in glues and materials
- ✓ Maximize re-usability of components & materials
- ✓ Re-upholstery or refurbishment services

For more information on Cradle to Cradle design protocol, visit:

http://www.mbdc.com/c2c_nir.htm

or,

www.greenoffice.org.nz/office/office2-5.html

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Green Tip #28

If you have an entire document on file but only need to print a section, try opening a blank Word document and use the **Copy and**

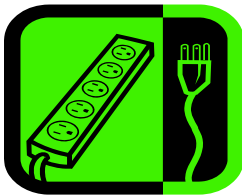


Paste commands to copy the relevant section. Alternatively you can highlight the section you want printed and check **'Selected Text'** in the printer menu. There is also the option of selecting page ranges or specific pages. By doing this you will save paper and time, as you won't have to flip through the hard copy to find the text you need each time! **Remember, with each page you save you are making a difference!**

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Green Tip #29



Remember to switch off your PDA when it is in the holder—it will still charge. By doing so you will save energy and the device will only need to be turned on for a minute or two before removal to synchronize. **Also, don't forget to unplug charging devices when not in use.**

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Green Tip #30



Instead of constantly adjusting the temperature in the office, try to dress in layers and wear fabrics that are appropriate for the season. Breathable fabrics are ideal for the summer months, while heavier fabrics should be worn in the winter.

<http://www.sepa.org.uk/green/guidance.htm>

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Green Tip #31

You can **promote sustainable practises** in your office by reducing the length of e-mails for printing by following these simple steps:

- ✓ When replying to e-mail messages most users have Outlook set to



'Include original message text'. A long exchange can lead to several pages of text that waste paper when printing the most recent message.

- ✓ To insert the original email into your response as an attachment (for reading and printing if necessary), do this:
 - select **'Tools'** on the Outlook menu bar
 - select **'Options'**, then **'Preferences'**
 - select **'E-mail Options'**
 - under **'On replies and forwards'** choose **'Attach original message'**.

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Green Tip #32

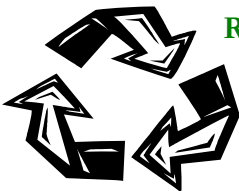


If you buy supplies for the break room, purchase in bulk when possible. For instance instead of buying single packets of sugar, buy a re-fillable glass container. This way, your co-workers won't have to generate waste with every cup of coffee. By using a glass mug instead of a paper cup with this tip, you've definitely reduced your daily impact on the environment! Keep up the good work!

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Green Tip #33



Reduce, Reuse, Recycle! Next time you're in the copy room, ensure there is a paper recycling box beside the photocopier. Try using the size reduction feature offered on many copiers; two pages of a book or periodical can often be copied onto one standard sheet. It is also important to note that toner cartridges can be recycled.

Did you like this tip? You can find more like it at:

http://www.ssmallbiz.com/technology/Turning_Your_Office_Green.html

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Green Tip #34



Do you really need to fly to Toronto for that presentation? Probably not. In fact, a great way to reduce your business's travel costs, while also reducing your **"carbon footprint" — the amount of carbon or other greenhouse gases you emit by using fossil fuels like gasoline** — is to set up virtual meetings.

Collaboration tools such as web- and videoconferencing via companies including Cisco's WebEx, IBM's Lotus Sametime and Citrix's GoToMeeting can provide a budget-friendly and travel-free compromise. Prices usually range between \$40 and \$50 a month or as much as several hundred dollars a year (many also offer per-use pricing). You can also virtually share documents and files with your colleagues using services such as InstaColl or Dropload. Also, RealVNC Ltd. and eBLVD provide a number of such solutions, including the ability to share screens.

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Green Tip #35



Try not to fill the kettle to make a single cup of coffee or tea. **On average a kettle uses the same amount of energy to boil 1 litre of water as it takes to run a fridge for 8 hours**, so it's a good idea to boil only as much water as you need.

If you liked this tip, you can find more like it at:

<http://www.bbk.ac.uk/sustain/staff-students/rorytips>

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Green Tip #36



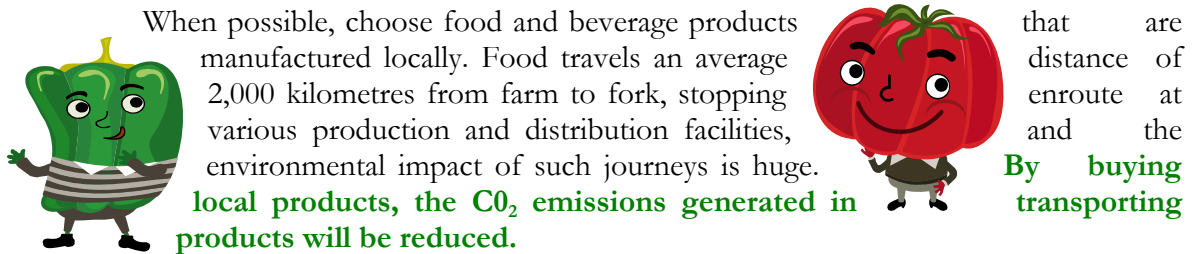
Always click on **Print Preview** before printing to check your document for typos and formatting errors. Avoid having to print twice! In any Microsoft Office application, select **'File - Print Preview'** to conduct a print preview and ensure that paragraphs in your document are efficient and pages are correctly formatted.

Choose the correct font size for your printing, and consider using the function '**Shrink to Fit**' to reduce the number of pages. Always check on screen for errors before you print.

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Green Tip #37



For a great article about buying local produce, visit:

http://commonground.ca/iss/0511172/cg172_marya.shtml

For a guide to local farms, you can visit:

<http://www.islandfarmfresh.com/>

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Green Tip #38



Office supplies can be re-used. When placing a supplies order, consider purchasing pens and pencils that are refillable. Also, encourage colleagues to pool staplers, hole punchers and other equipment—for the amount of time this equipment is used, it is often excessive for each person to have his or her own. Set up a common cupboard where equipment can be stored and returned to each day.

Stationary can also be shared. At meetings requiring printed manuals, share with a colleague or download the PDF version onto your laptop to reduce printing. This is especially important when the document is being distributed solely for the meeting and will be disposed off immediately afterwards! PowerPoint presentations can be sent to attendees via email and printed at the individuals' discretion. If it is absolutely necessary to print a PowerPoint presentation, opt to print at least four slides per page.

For more information on greening your office, visit:

<http://www.thegreenoffice.com/content/view/48/124/>

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Green Tip #39



When ordering office materials, consider quality and try to purchase durable, long-lasting and useful products. In the work world it is often difficult to distinguish between products that increase efficiency and products that simply add luxury; sometimes they are one and the same. **Look for products with inherent durability, a reputation for lasting craftsmanship, the potential for multiple owners, or that can serve a secondary function after primary usefulness is spent.** Also, seek products with reduced packaging and those that have traveled relatively few miles between the points of manufacturer and purchaser.

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Green Tip #40

A study released by Environment Canada, called Information Technology and Telecommunications Waste in Canada (October 2000), documents the increasing number of computers and telecommunications equipment making their way to landfills and other disposal facilities across Canada. Before tossing your old PC out, consider the following:

- ✓ to the extent possible, upgrade your PC rather than replace it;
- ✓ ask your supplier about their product take-back policies and programs;
- ✓ donate your old computer equipment to a family member, friend or a charitable organization;
- ✓ find a location in your community that accepts old computer equipment for refurbishing;
- ✓ check with your local computer store or municipality to learn about disposal or recycling options in your area.



On July 31, 2007, B.C. rolled out an industry-led program to collect electronic waste. The program is funded by a charge on all new electrical

and electronic equipment. Since then, 74 depots across the province have collected 2.2 million kilograms of e-waste.

The Electronic Stewardship Association, which represents 16 electronics manufacturers, contracted Encorp Pacific to collect and recycle computers, monitors, desktop printers and TVs. The waste is then shipped to one of three plants in Canada where it is broken down into its elements — glass, plastic and metal. Every year, Canadians discard more than 140,000 tonnes of electronic waste. The junk contains toxic metals like lead, mercury and cadmium. Four depots operate locally out of Salvation Army Thrift Stores:

- ✓ 3948 Quadra St.
- ✓ 1746 Island Hwy.
- ✓ 525 Johnson St.
- ✓ 307 Island Hwy.

To learn more about Environment Canada's Information Technology and Telecommunications Waste study, follow this link:

www.ec.gc.ca/nopp/docs/rpt/itwaste/en/index.cfm

This tip is part of the Jawl Properties Tenant Energy Awareness Program. For more information on this program, please visit us at:

<http://www.jawlproperties.com/green-program-summary.php>

Green Tip #41



Have you noticed leaky faucets or toilets that run continuously in your office? If so, report these findings to your facility manager immediately. **Leaky fixtures like toilets and faucets can waste up to 50 gallons of water per day.**

For additional tips on how to be Water Wise, visit:

<http://www.ipswichriver.org/howtohelp/bewaterwise.htm>

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Green Tip #42

Before tossing your old floppy disc in the trashcan, consider reformatting it for reuse. Re-writable CDs are also an environmentally friendly option! If reusing discs and CDs at your office isn't really an option, try to ensure that

the maximum amount of storage space is used before hitting 'burn'. **Instead of using a CD for just one document, see if you can fit the entire series on the disc.** That way you'll save time when searching for documents on multiple CDs while also reducing waste!

Contribute to a sustainable office environment! Visit:

<http://www.greenoffice.org.nz/office/office2-2.html>

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Green Tip #43

Preventative maintenance is essential to reducing your carbon footprint and taking care of your health. Just like you exercise to prevent trips to the doctor, take care of your office equipment to avoid breakdowns! By taking note of the following steps, you can do your part to improve the office environment:



- ✓ Ensure that all equipment is serviced and maintained regularly to ensure efficiency and no escape of fumes from chemicals.
- ✓ Fix small problems before they become big expensive problems.
- ✓ Ensure that operating equipment is in well-ventilated rooms.
- ✓ Don't forget to include the maintenance contractor on your green suppliers list – what are their policies and practices?

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Green Tip #44



Is your message board covered with little yellow Post-It Notes? 3M has developed a more environmentally friendly option—**digital Post-It Notes!**

“No matter how complicated your tasks are, now you have a quick way to tackle them. One note at a time. New Post-it® Digital Notes are easy, intuitive, and packed with features to get you organized. So you can make lists and reminders, key-code them with colors and photos, sort them by category, and set alarms to remind yourself of projects and appointments.”

For a free 30-day trial, visit:

http://www.3m.com/us/office/postit/digital/digital_notes.html

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Green Tip #45

If styrofoam cups are still being used in your cafeteria, avoid using them. Here are some alternatives (as styrofoam is extremely hard on the environment):

- ✓ Real glasses; instead of contributing to the 5 billion disposable cups wasted worldwide each day, bring a mug or thermos for your coffee.
- ✓ Using a water cooler is an eco-friendly alternative to plastic water bottles.
- ✓ Recyclable cups are more sustainable than Styrofoam.



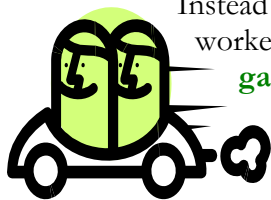
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Green Tip #46

If you travel out of the office to run an errand, ask your co-workers if there is something they need while you're out. By setting up an out-going mail area, you can save a courier the trip if you're already planning to attend a meeting at a neighbouring office. The fewer cars turned on each day, the better!

Carpooling can be a cost-effective and community-oriented way of getting yourself to work.



Instead of driving alone in your car, you share a vehicle with one or more co-workers. **Benefits include: reducing your carbon footprint, saving on gas expense, having to drive less often and getting to know people from your office.** Speak with co-workers who live in your area and be part of a participative effort to reduce harmful carbon emissions! Your office may even provide prime parking spots for carpoolers.

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Green Tip #47

Is your office located within walking distance of restaurants? If so, have you considered creating a lunch group? **Instead of everyone driving individually to lunch, get some fresh air and walk to lunch together or have something delivered (pizzas, catering sized portions of takeout, etc).** You'll save gas and enjoy a longer lunch break while getting to know your co-workers better. If you get take-out consider using real dishes and washing them by hand to reduce your waste. If you must use disposable plates choose paper plates which may be compostable if your office offers this service.



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Green Tip #48



Constantly look for ways to reduce paper use and cut down on energy consumption. If you have a great idea, speak with your co-workers and facility manager!

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Green Tip #49

If possible, compost your organic waste at work. Items that can be composted include:

- ✓ **Food scraps**
- ✓ **Meat, fish, bones**
- ✓ **Dairy products**
- ✓ **Eggshells**
- ✓ **Soiled paper towels and tissues**
- ✓ **Soiled paper food packaging, ice cream cartons**
- ✓ **Used paper cups & plates**
- ✓ **Coffee grounds and filters**
- ✓ **Tea bags**
- ✓ **House plants**
- ✓ **Nuts & Shells**



If your office has this type of system in place, keep in mind that if the organics recycling containers contain any contaminants the whole container will be put into the regular garbage. Therefore, it's very important that composting is done correctly.

(Individual recycling programs may vary. Check with your facility manager to see what can be composted in your office.)

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Green Tip #50



Before buying your next calendar, consider trying the Outlook calendar system instead. You can use this program to schedule important events and meetings, and unlike your traditional paper calendar, Outlook will actually issue reminders prior to your appointments.

For more information on the Outlook Calendar, you can visit:

<http://office.microsoft.com/en-ca/outlook/default.aspx>

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Green Tip #51

No more disposable bags!



If you bring your own lunch to work, consider using a reusable shopping bag to carry your meal. [ReusableBags](#) and [GreenBag.info](#) offer a wide variety of affordable, eco-friendly lunch bags for you to choose and you can usually find a nice variety of bags at your grocery store. If you shop at LuLu Lemon, re-use their bags for your lunch!

If you are hooked on that sandwich place on the corner, next time your server goes to put your take-out in a bag that you'll just end up recycling, offer to carry the wrapped sandwich as-is back to your workspace.

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Green Tip #52

Great work! You've made it through 52 weeks of Green Office Tips. Continuously think about ways to **reduce your carbon footprint and contribute to a greener office environment**. Here are few facts that prove you CAN make a difference!



One: Number of times that most of the more than 25 billion cartons manufactured in the U.S. are used.

55: percentage of water saved by producing recycled paper as compared to virgin paper. Recycled paper also takes 60-70% less energy to produce than paper from virgin pulp.

120: tons of steel saved if every UK office worker used one less staple a day.

8 billion: gallons of gas saved if every commuter car in the U.S. carried just one more person.

To learn more, visit:

http://green.yahoo.com/global-warming/treehugger-215_pg2/how-to-green-your-work.html

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