

GREEN OFFICE CHECK-LIST

RESOURCES

- Visit Sustainable UCAR website:
www.fin.ucar.edu/sustainability
- Shop for office supplies at FreeCycle, the office supply exchange. Donate good-condition office supplies you no longer need. Located at CG2-2202 and ML-042E
- Sign up for Green Tips

Energy

- Update computer power management settings: set monitor to go to black when not in use, turn off screen savers, set hard disk to go into sleep mode when you're away
- When you purchase computer equipment and other office electronics, choose Energy Star rated items (www.energystar.gov)
- Turn off my lights at the end of the day, or when I leave my desk for an extended period
- Switch off copier/printer/fax/shredder at end of day

Printing

- Choose min. 30% post consumer recycled content paper for printers/copiers/fax machines
- Choose recyclable paper for copy and print jobs- no neon, dark colors or plastic-coated
- Choose remanufactured/recycled ink and toner cartridges
- Set my default printing option to double sided and 0.75" margins
- Only print when necessary, and avoid making "extras".

Transportation

- Pick up my EcoPass from the Front Desk
- Substitute driving to a meeting or event with alternative transportation (shuttle, bike, bus, walking), or use of conferencing software
- Borrow a Blue Bike for trips between campuses or for daytime errands
- For business travel, use the RTD skyRide to get to the airport
- Visit UCAR Transportation Site:
www.fin.ucar.edu/ecopass

Recycling & Composting

- Know what you can recycle: electronics, wireless phones, printer cartridges, CDs, data tapes, Tyvek, books, toner & ink cartridges, transparencies, scrap metal and paper, cardboard, bottles and cans.
- Know what you can compost: all food scraps, compostable serviceware, shredded paper and other non-recyclable paper.

Meetings & Events

- Use a mug/glass/water bottle in office and during meetings instead of disposables
- Provide local and/organic food for meeting
- Provide re-usable or compostable service ware for meeting
- Help guest choose efficient transportation options to attend meeting
- Provide pitchers of water and soft drinks instead of single-serve drinks