

TENANT SUSTAINABILITY CHECKLIST

The more tips you can check off this list, the more you save! Adopt as many of these practices as possible to improve operations as well as save both company and natural resources.



POWERING DOWN

- Turn off the lights when you're **leaving any room for 10 minutes** or more and utilize natural light when possible
- Set your laptop to enter "**sleep mode**" when not in use
- Turn off your **computer monitor** when not in use (using screen savers does not save energy)
- Turn off computers** at the end of each work day and during the weekend
- Turn off printers** at the end of each work day and during the weekend
- Unplug electronics and appliances** when not in use (to reduce phantom energy use)
- Replace incandescent light bulbs** with ENERGY STAR certified LED bulbs.
- Close window treatments** during times of direct sun, as well as on weekends
- Consider using advanced **power strips**



PRINTERS

- Change default printer settings to print **double-sided** (duplex)
- Avoid **color printing** and print in draft mode whenever feasible
- Recycle** toner and ink cartridges



COMMUTING AND BUSINESS TRAVEL

- When possible, take a **bus or train, carpool or ride a bike** for your daily commuting
- Telecommute** when feasible (with manager approval, of course)
- For business travel, **rent hybrid cars** or use the city's **metro system**
- Use teleconferencing or videoconferencing when feasible to **reduce travel**



GREEN OFFICE EQUIPMENT & SUPPLIES

- Buy **ENERGY STAR certified** electronics and appliances
- Buy **furniture** made with recycled content
- Use **post-consumer recycled content** copy paper, legal pads, files/folders, sticky notes
- Use **refillable** pens, pencils and markers/highlighters
- Utilize remanufactured/recycled **ink and toner cartridges**
- Use **rechargeable batteries** instead of disposable batteries



REDUCING PAPER USAGE

- Instead of **printing emails/documents**, save documents as PDFs that can be sent, shared, and filed electronically
- Create and maintain an **electronic filing system** instead of paper filing.
- Sign up for **electronic versions** of newsletters and magazines instead of printed versions
- Ask to be **removed from mailing lists** for any unwanted catalogs, newsletters, magazines and junk mail
- Always review a document using **Print Preview** to find and correct mistakes before printing
- Reduce margins and font size to **maximize the amount of content** able to fit on each page
- Reuse any **scrap paper** that has been printed on only one side as note paper
- When printing a large number of copies is required, **try a test run first** to make sure there are no mistakes before printing the entire quantity
- When **printing a webpage**, copy and paste the link into www.PrintWhatYouLike.com to optimize the webpage for printing; use software, such as GreenPrint, which analyzes documents searching for ways to reduce waste

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RECYCLING

- Use available recycling bins for **paper, plastic, glass and aluminum**
- Flatten **corrugated cardboard boxes** for easy recycling
- Gather and recycle **disposable batteries** (you may need to research battery recycling in your area for the closest recycler or contact Building Management)
- Recycle all e-waste (**computers, electronics, cables, etc.**) – ask Building Management about available e-waste recycling programs
- Confirm **paper shredding** vendor recycles all paper
- Provide **recycling containers** for your space or request from Building Management



IMPROVING YOUR ENVIRONMENT

- Use **non-toxic** cleaning supplies
- Brighten up your office with **plants**, which absorb indoor pollution
- Buy furniture, carpets and paints that are **free of VOCs** (Volatile Organic Compounds)
- Use products **completely** before discarding them
- Keep **air vents** free of paper and debris for better air circulation



EATING AT THE OFFICE

- Avoid using **Styrofoam**
- Bring and reuse your own **coffee mugs, dishware and utensils**
- Bring food in **reusable containers and bags** to reduce use of foil and plastic bags
- Buy as much **organic and local food** as possible for parties and other events
- To reduce bottled water waste, add a **water filtration system** to your tap or install an ENERGY STAR certified water dispenser, if no tap is available. Utilize reusable glassware instead of disposable cups.

Avoid single-serve coffee makers or contact the manufacturer for coffee pod recycling options.



YOUR ROLE

- Share** new “green” ideas – meet with management to share your ideas and how these will help the office
- Keep an “eye out” for ways to save energy and water in your building (e.g., **report to Building Management** any faucet leaks or bathroom plumbing issues)
- Join or create a **Green Team** in your building
Utilize building and office features that **positively impact your health and well-being** (e.g., taking the stairs, using standing desks, etc.)