

ADMINISTRATIVE

- ☐ Print only as many brochures or other material as you will need to avoid having outdated printed matter leftover.
- ☐ Use old letterhead for internal memos.
- ☐ Create a central filing area rather than having each employee maintain separate files with the same documents.
- ☐ Use smaller fonts and margins to use less paper.
- ☐ When upgrading printing capabilities, buy laser printers with duplexing options for two-sided copies. Some laser printers may only need to have a duplex accessory installed to perform this function. Explore possibilities to store information on disk instead of on printed copies.
- ☐ Use draft mode for internal documents to reduce toner usage.
- ☐ Recycle toner cartridges and use remanufactured toner cartridges for printers.
- ☐ Work with local office supply vendors to have office supplies delivered in reusable bins rather than cardboard boxes.
- ☐ Set aside a small area near the copier for paper that has been copied only on one side. This paper can be reused to make notepads. Most print shops will bind groups of 50 or 100 sheets with a glue strip and add cardboard backing for a cost much less than that of new pads.

OPERATIONS

- ☐ Recycle cardboard boxes from shipments or arrange for your supplier to reuse them.
- ☐ Reuse the pallets that your supplies are shipped on or return them to the supplier for their reuse.
- ☐ For maintenance operations, use latex instead of oil-based paint. Clean-up and disposal costs may be greatly reduced.
- ☐ Use refillable spray containers for cleaning supplies rather than products in one-use containers.
- ☐ Replace aerosol cans with spray pumps where possible. This will eliminate the need to dispose of aerosol cans that are potentially hazardous.
- ☐ Use recycled office products including paper and computer disks.
- ☐ Recycle newspapers and magazines that employees bring from home or receive in the office.
- ☐ Install thermal wraps on water heaters to reduce energy consumption.
- ☐ Look for disposable items that appear in large quantities in your trash. If possible, replace them with reusable or recyclable materials.
- ☐ Consider placing motion detectors in conference rooms, offices, restrooms, breakrooms and other low-use areas. Since lights often remain on when these rooms are empty, paybacks for motion detectors can be quickly realized.

Fluorescent Lamps:

- ☐ Replace regular light bulbs with compact, full-spectrum fluorescent ones. Fluorescents use one-quarter of the energy of regular bulbs and last ten times longer.
- ☐ Install electronic ballasts because these use 30 percent less electricity than magnetic ballasts.
- ☐ Install reflectors in fluorescent lamp fixtures, which can provide the same amount of light with fewer lamps.

DURABLE GOODS

- ☐ Install low-flush toilets and faucet aerators to save water.
- ☐ Use ceramic or plastic mugs for employees' drinks instead of disposable cups.
- ☐ Consider carpet made of recycled plastic.
- ☐ Donate used furnishings, carpet and equipment to non-profit organizations.
- ☐ Purchase high quality, durable equipment with good service contracts which maintain the quality of life of the equipment.

BREAK ROOMS

- ☐ Offer fountain beverages in glasses, not disposable cups.
- ☐ Brew coffee with reusable mesh coffee filters.
- ☐ Replace single serving sugar packets with larger dispensers.
- ☐ Use washable rather than disposable plates, napkins, utensils, and glasses whenever possible.

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