

101 Tips

toward a greener tomorrow

RECYCLING 1. Provide individual paper recycle bins or cardboard boxes at each desk. 2. Provide recycle bins at each copier/printer/fax (more bins than trash cans increases use). 3. Reuse shipping boxes in the mailroom and use shredded waste paper as packing material. 4. Request the Office of the Building (OOB) to implement a recycling program; if not available, identify potential vendors. 5. Ask OOB to advance existing programs to include additional materials (batteries, plastic, glass etc.). 6. Establish a location in the office to recycle used batteries and miscellaneous products. 7. Set up a cell phone recycling drive (contact ReCellular). 8. Recycle old or unused furniture whenever possible. 9. Post signs in production rooms and kitchens as a reminder to reduce, reuse and recycle and the 3 Rs during new hire office orientation. 10. Switch to refillable pens and pencils made from recycled materials. 11. Use envelopes a second time with a new address label. 12. Encourage staff who cannot recycle certain items at home to bring these to the office for recycling. 13. Establish a common space for reusable office products. **BEHAVIORAL** 14. Offer quarterly, semiannual or annual awards for employee innovation in improving the office's green efforts. 15. Promote education and the use of online resources related to CBRE's environmental initiative (visit the Navigator and cbre.com/sustainability). 16. Encourage employees to turn off lights when departing a conference room or unused space. 17. Make your "Green Initiative" a cornerstone of new hire office orientation. 18. Switch to day cleaning so lights can be turned off at night rather than 2:00 a.m. 19. Establish a "Green Team" to implement plans for making the office more environmentally friendly. 20. Challenge employees to submit energy-saving ideas and create a contest with rewards (visit benchworks.com). 21. Share best practices from other offices and lines of business. 22. Ask employees to bring their lunch to work in reusable containers (if ordering, suggest doing so as a group). 23. Encourage electronic marketing vs. large-scale print distributions (use Campaign Logic if possible). 24. Avoid using a cover page when possible, saving paper on both ends. 25. Eliminate paper invitations and other print memos by using email. 26. Adjust computers to energy-saving settings. 27. Make sure employees shut down computers when leaving for the day ("standby" draws power when not in use). 28. Set copier default to copy double-sided. 29. Set copier and printer drivers to print double-sided or "2 sheets per page" and encourage employees to utilize these functions. 30. Turn off devices besides fax machines that aren't in use before leaving the office. 31. Utilize remanufactured/ recycled toner cartridges for the printers and fax machines. 32. Save paper with clean sides to be used as scrap/scratch/drafts before recycling. 33. Create notebooks for employees using scratch paper (visit benchworks.com). 34. Take the time to redirect undelivered mail with "No longer at this address." 35. Contact advertisers directly to quit receiving unsolicited marketing and catalog products. 36. Notify staff who receive unwanted mail to be removed from mailing lists by contacting: Mail Reference Service, Direct Marketing Association, P.O. Box 3861, New York, NY 10163-3861. 37. Encourage printing on used paper if one side remains clean. 38. Use old reports from existing or outdated hardcopy files to print new data for updated files. 39. Use easy document scanning/emailing process instead of faxing. 40. Use document scanning and email technology to reduce printing of documents. 41. Encourage employees to read email and files without printing out. 42. Use power strips with a simple ON/OFF switch so that all devices power down at once. 43. Set up and use an electronic filing rather than paper filing system. 44. Encourage use of desktop published e-flyers rather than printed notices. 45. Eliminate screensavers, which waste energy and aren't necessary with today's monitors, and just turn your monitor off when leaving the desk. 46. Post monthly phone lists and calendars online instead of as attachments to be printed. 47. Use your Corporate Card whenever possible to eliminate the need for paper invoicing/APDA. 48. Send PowerPoint presentations as a PPS that can't be printed. 49. Partner with a charitable organization to donate used cell phones, toner cartridges, batteries, etc. and help earn funds for the charity. 50. Consider volunteering as a team for an environmental organization, such as one that plants trees or cleans roadways. 51. Promote Earth Day by offering ways to observe the day (car pooling, biking to work, etc.) and posting energy-saving tips. 52. Circulate one document



and make common reading material available to all (reduces postage as well). 53. Avoid printing in color or on color whenever possible (all colored paper uses dyes or pigments whose production has an environmental impact). 54. Scan letterhead to produce an e-copy that can be used as a template for documents appearing on letterhead. 55. When renting a car for company business, request an environmentally focused vehicle that handles the group. 56. Scan and attach documents as email rather than shipping them. 57. Consolidate all loose parcels into bulk if shipping via interoffice. 58. Keep the blinds in your office closed during peak sun hours (all seasons), and especially on weekends. 59. If your suite has a dishwasher, wash only full loads of dishes and consider air-drying dishes instead of using the drying cycle. **SPACE UTILIZATION** 60. Install interior lighting sensors that lower lights during peak sunlight hours. 61. Install motion detectors in offices and conference rooms to ensure lights are only in use when rooms are occupied. 62. Install low-voltage light fixtures. 63. Install timers and program lighting to turn off at set times/or based on use. 64. Tint office windows for higher efficiency and reduced office heat absorption. 65. Adopt on-demand HVAC. 66. Ask building maintenance to inspect thermostats semi-annually to ensure they are working properly. 67. Set thermostats to energy-efficient heating/cooling levels during weekends and evenings. 68. Ensure remodels include environmentally friendly or recycled carpet. 69. Make sure office space includes energy-efficient lighting units, sensors and timers. 70. Look for buildings with LEED certification when relocating. 71. Hire a plant service to promote clean air and natural cooling. 72. Consider the balance between benefits of natural sunlight and temperature regulation needs. 73. Purchase ceramic/glass dishware to reduce wasted paper, plastics and foam cups. 74. Avoid placing lamps near the thermostats in your space (heat requires HVAC to work harder than necessary). 75. Work with Corporate Real Estate and your property management office to ensure your space is metered separately so you can track energy-reduction efforts. 76. When repainting an area, require contractor to use low VOC paint or paint that meets Green Seal 11 standards. **PURCHASING** 77. Discontinue the purchase of bottled water. 78. Provide each employee with a CBRE mug or cup to promote the firm and reduce waste. 79. Purchase organic or Fair Trade labeled coffees and teas. 80. Use only 50% or higher post-consumer content paper (paper towels, napkins, paper plates, cups). 81. Use, or ask the cleaning company to use, environmentally friendly cleaning products. 82. Ensure replacement office machines have scanning capabilities to reduce faxing, printing and shipping of documents. 83. Replace bathroom paper products with recycled or post-consumer content. 84. Purchase recycled file folders. 85. Purchase recycled copier/printer paper and recyclable toner cartridges. 86. Purchase recycled/post-consumer content binders. 87. Purchase refurbished or environmentally friendly new furniture. 88. Purchase environmentally friendly or recycled binding materials, tabs and covers. 89. Purchase in bulk or consolidate orders over time to eliminate extra packaging/shipping. 90. Procure office supplies through established preferred vendor online ordering tools to streamline the process and reduce paper waste. 91. Use on-demand printing processes rather than push printing that requires bulk ordering of marketing materials (e.g., brochures). 92. Choose unbleached paper for products not intended for writing or printing of text (file folders, envelopes, etc.). 93. Use, or ask the cleaning service to use, microfiber towels for cleaning rather than wasteful paper towels. 94. Instead of standard lightbulbs, purchase energy efficient bulbs for your office space. 95. Visit bsd.officedepot.com/buygreen for fresh office supply ideas. 96. If you host a meeting or conference involving food & beverages, source the items from a vendor that focuses on sustainable operations. **TRANSPORTATION** 97. Encourage staff to use public transportation, where available. 98. Provide incentives, such as free parking or company-paid transit passes for employees who carpool or use public transportation. 99. Ask OOB to provide a place for bike storage to encourage employees to ride their bikes to work. 100. Hold long-distance meetings via NetMeeting, LiveMeeting, CBRE SNAP and conference calls rather than traveling. 101. Hold a contest to see how many employees can be "car free" for a day, providing free bagels or raffling off an environmentally friendly prize for the participants.