

HOW GREEN IS YOUR OFFICE?

www.PAParksandForests.org

REDUCE * REUSE * RECYCLE

- * Don't print documents unless necessary.
- * Print drafts on reused paper.
- * Print on post-consumer waste paper.
- * Have a recycling station at work for all goods.



DID A BULB GO OFF?

- * Turn them off when not in use.
- * Use energy saving bulbs.



HONOR EARTH DAY ALL YEAR!

As you read our suggestions, is there **one thing** that you can do over the course of the next year to make your office more green? [Share it on our Facebook page!](#)

BREAK TIME

- * Use shade grown and organic coffee and tea.
- * Use mugs instead of paper.
- * Provide a water filter for filtered water to reduce bottled water usage.
- * Provide a place to store brown-bag lunches.
- * Have an outdoor eating area.



PAWK THE CAHR

- * Encourage walking or biking to work.
- * Consolidate errands.
- * Give incentives for carpooling.
- * Have a bike available at work for local errands.
- * Install bike racks.



ENCOURAGE VOLUNTEERISM

- * Provide lunch and learns on green and outdoor topics.
- * Become an iConserve partner—iconservePA.org
- * Have a shared resources center for recycling of goods—such as magazines, books, etc.
- * Consider co-purchasing items such as copiers, fax machines, etc. with other groups
- * **Volunteer in a state park or forest!**



GO NATIVE

- * Use native plants around your business.
- * Plant shade trees to reduce cooling costs.

The Plants of Pennsylvania



Ann Fowler Rhoads & Timothy A. Block
Illustrations by Anna Aniske

SHHH

- * Turn off the tap when not using water
- * Install low flow toilets



IS IT HOT IN HERE?

- * Turn off the heat or A/C when you leave the office.
- * Set the temperature at a moderate level.

