



## Simply Green

Live Well, Tread Gently

### February 2010 Issue: Go Green at the Office---Save Green for the Bottom Line!

The SCA's Planet Manhasset committee presents occasional eco-tip sheets, offering easy-to-implement ideas in support of a greener and healthier lifestyle. The committee invites you to share your own green tips. Contact us at [PlanetManhasset@yahoo.com](mailto:PlanetManhasset@yahoo.com)

While families do their part to be green at home, it is at the office where many people spend most of their time. Take these simple steps to be green at the workplace or in-home office. You can have a huge environmental impact while saving a significant amount of money. Try these easy-to-do adjustments, such as "go paperless" and "stop the phantom power drain." You can help your office, and your wallet, become a greener place.

#### ***Make yours a Paperless Office***

The goal of the "Paperless Office" is to use minimal amounts of paper and ink.

- **Stop printing documents; use an electronic filing system instead.** Organize files on your computer. Use the search feature of software to quickly locate relevant information without needing to shuffle through a file cabinet. Try using software specifically made for digital storage; search the 'net for "paperless office software" to review your options. This single change can tremendously save money on paper and ink cartridge expenses.
- **Need a printed copy?** Try using double-sided printing. Preview what you are printing before you hit print to avoid printing out wasteful mistakes. Use old printed drafts as notepaper. Buy recycled paper in order to help negate the environmental toll.

#### ***Advantages of a Paperless Office***

- Saves businesses and home offices money by improving productivity and reducing paper and storage costs, as well as costs of printing, mailing and shipping.
- Reduces physical storage space needs.
- Reduces negative impact on the environment by reducing the amount of paper in landfills and using fewer trees to produce paper.
- Allows access to documents and databases from locations other than the main business locale.
- Speeds up access to documents, data, and electronic billing and bill paying. Saving time means saving money!

### ***Energy Consumption***

Did you know that if every US computer and monitor were shut down each night, we could shut down eight large power stations and reduce carbon dioxide emissions by seven million tons annually?<sup>1</sup> Workplaces are some of the biggest energy-sucking culprits out there. Just step into any office and you'll hear a persistent buzz of copiers, computers, printers etc.

- To stop the power drain, turn off your computer every night, and put all of the office equipment on power strips, which can be turned off to stop the drain of phantom energy.
- Every computer has an energy saving setting that will put the machine into sleep mode if not used for a certain amount of time. Don't use screen savers!
- Replace old monitors with LCD Screens and recycle the old monitor. The new flat screens can greatly reduce your office energy consumption.
- Buy Energy Star equipment: An Energy Star printer, for example, could use as much as 65% less electricity than a non-Energy Star printer.

### ***Install Occupancy Detectors***

For a relatively small amount of money, an occupancy detector can be installed in a room and linked to the lighting, shutting off lights when people are not in the room. If you can't install detectors, be conscious of shutting down the light switch in your office and neighboring offices when not occupied.

### ***Parties, Morning Coffee, Functions***

Can be potential environmental nightmares! Avoid using "disposables" such as plastic utensils and plates, soda cans, plastic water bottles and coffee cups. Make it a policy to bring reusable mugs and silverware to office events.

### ***Work from Home***

- Instant messaging, video conferencing, and other tools make effective telecommuting a reality. Many companies have found teleconferencing increases productivity and saves on costly air travel.
- If you can telecommute, hold phone conferences, take online classes, and otherwise work from home.

### ***Use Compact Fluorescent Light Bulbs***

Compact Fluorescent Light Bulbs are 4-5 times more efficient than traditional light bulbs.<sup>2</sup> That's because traditional light bulbs use only 8% of the energy it consumes to produce light. The remaining 92% goes towards producing heat!<sup>3</sup>

### ***Get everyone involved!***

Finally, get co-workers and family members involved and work as a team. Even small changes will help bring you towards a greener, and healthier office!

For more information on Planet Manhasset or any SCA committee/event, please visit

[www.manhassetsca.org](http://www.manhassetsca.org)

Questions/comments? Please e-mail: [PlanetManhasset@yahoo.com](mailto:PlanetManhasset@yahoo.com)

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References:

<sup>1</sup>[Http://www.SuperGreenMe.com](http://www.SuperGreenMe.com)

<sup>2</sup>Ward, Susan. "The Green Office Guide," <http://www.about.com>

<sup>3</sup>[Http://www.SuperGreenMe.com](http://www.SuperGreenMe.com)