

10 GREEN OFFICE TIPS

Here are a few simple things that *your office* can do to *lead by example* to reduce environmental impact and costs:

The Leading by Example Program works collaboratively with state agencies and public colleges and universities to advance clean energy and sustainable practices that reduce the environmental impacts of state government operations.

1. **Create an office Green Team** in partnership with facilities, fiscal, procurement, information technology (IT), and/or other key stakeholders
2. Hold regular meetings Green Team meetings; bring in **sustainability guest speakers** to your office, send green office tips, and highlight sustainability successes
3. **Utilize Statewide Contracts** to purchase recycled-content paper, ENERGY STAR equipment and appliances, green cleaners, remanufactured toner cartridges, and other environmentally preferable products
4. Work with facilities to **set-up a recycling program** that targets all applicable materials on the MassDEP waste ban list
5. Ensure that your recycling program **makes recycling easy** by pairing recycling bins next to all trash bins and ensuring signage clearly lists out all applicable recyclable materials
6. Partner with IT to set-up and enable an **energy management protocol for all computers**, ensuring computer and monitor power settings are as efficient as possible
7. Implement **paper reduction strategies** by ensuring that default print margin settings are set to 'narrow' or 'custom' and that double-sided printing is standard
8. Team up with facilities to implement the **most efficient lighting practices** across the office, including installing LED bulbs in task lighting and requesting occupancy sensors
9. **Display signage** to remind occupants of conference rooms or other sporadically used spaces to turn off lights, computers, projectors, or other electronics when leaving
10. Conduct an **inventory of plug-load equipment** (e.g. coffee makers, personal printers), consolidate duplicative or rarely-used electronics and turn them off when not in use

Green Office Links and Additional Resources

- [Energy Star Green Team Checklist](#)
- [Environmentally Preferable Products on Statewide Contracts](#)
 - [EPP Program reports and case studies with cost savings information](#)
- [Massachusetts Desktop Computer Power Management Standards](#)
- [ENERGY STAR Computer Power Management Savings Calculator \(Excel\)](#)
- [US DOE Appliance Energy and Cost Calculator](#)
- [ENERGY STAR Refrigerator Best Practices](#)
- [ENERGY STAR Refrigerator Savings Calculator](#)
- [MassDEP Waste Disposal Bans list](#)
- [MassDEP Reduce, Reuse, Recycle information webpage](#)
- [Massachusetts RecyclingWorks technical assistance program](#)
 - [RecyclingWorks: What happens to common recyclables?](#)
- [MassDEP Green Living webpage](#)
- [Reduce page margins in Microsoft Word](#)
- [US DOE Decision Guide for Plug and Process Load Controls](#)
- [Energy Efficiency Employee Education toolkit](#)
- [Saving Energy Through Lighting Strategies](#)



EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS – DEPARTMENT OF ENERGY RESOURCES

www.mass.gov/eea/leadingbyexample