

College of Business Staff Council Tips for Going Green and Saving Green



Copying and Printing

- Reuse paper.
- Print/copy back to front rather than using multiple pages.
- Send copy jobs in quantities of 25 or more to the printer/copier in the mailroom.
- Do not print emails and documents unless absolutely necessary. When possible, store files on the computer instead of in hard copy.
- Get the most out of your ink and toner. Don't replace them until they are almost gone.
- Don't use color ink unless absolutely necessary.
- For meetings, send the agenda and minutes ahead of time and avoid bringing extra copies. Show the agenda on an overhead.
- Tips for saving money on professional printing:
<http://members2.alleganetwork.com/Articles/PrintingCosts/tabid/126/Default.aspx>

Electricity

- Turn off all office lights when they are not in use.
- Turn off computer monitors and printers at the end of the day and on weekends.
- Unplug appliances that are not being used.

Office Supplies

- Reuse and share office supplies.
- Only purchase the supplies you need.
- Recycle envelopes and file folders.
- Pull paper and binder clips from old projects and exams heading for the recycling bin.

Other

- Use a mug or glass for your water or coffee instead of disposable ones.
- Work hard to recycle as much as possible.
- Use scrap paper as notepads.