

Suggestions for Honoring God's Creation

WORK



Do not work for food that spoils, but for food that endures to eternal life.

JOHN 6:27

10 WAYS TO START

1. **Carpool.** Start a rideshare board. Ask that people who carpool be given special parking privileges.
2. **Print Double-Sided.** Cut paper costs in half by asking that the default on printers be set to double-sided printing. (Employees can still print single-sided when needed.)
3. **Pack a Lunch.** A disposable, fast food-style lunch creates between 4 and 8 ounces of waste. One office worker who eats out regularly could be responsible for creating as much as 100 pounds of trash per year.
4. **Audit.** Contact your local utility provider, and find out if the company offers energy audits for businesses--usually the cost is nominal. Then implement the changes that help the bottom line. Or hire a performance contractor. Most charge nothing up front, earning their fees from the savings you garner.
5. **Remind.** Post reminders next to all light switches to turn off the lights when leaving the room and at the end of the day.
6. **Sleep.** Reset computers so that they go into sleep mode after five minutes of inactivity.
7. **Print Less.** Avoid printing unnecessary emails or draft documents. Do as much information storing electronically.
8. **Recycle.** Make sure paper and plastic recycling bins are conveniently placed near printers, work stations, and in break rooms.
9. **Recycled Paper.** Use 100% recycled paper in your workplace. The typical office worker uses a quarter of a ton of materials in a year, including ten thousand pieces of copy paper.
10. **Telecommute.** Ask your employer about telecommuting one or more days a week.



More Tips

- Recommend that the thermostat be adjusted three or more degrees company wide. Turning the thermostat up in the summer or down in the winter can save about 3 percent in energy costs for each degree. Install programmable thermostats to adjust even further at night.
- Suggest that all light bulbs in exit signs be changed to LED bulbs--the payback is usually earned in a couple of months, and after that, the company is saving money.
- Suggest a simple way that all computers can be completely powered down at night--usually with a power strip or hard off switch. The last one out or the nightly cleanup crew can be asked to assure that all computers are completely turned off.

- Monitors use up to 60 percent of the energy consumed by your computer system. Turn off the monitor when you leave your office for more than two minutes.
- For more efficient printing, consider investing in software like Greenprint, a program that eliminates wasted pages. Learn more about this program at www.printgreener.com.
- Use the draft mode when printing documents that aren't final. Your printer's draft mode uses about half the ink it would for a normal print job.
- Bike or use public transportation to get to work. Employees use twice as much energy commuting to work as they do occupying their offices. The average annual cost for driving a single-occupant car is between \$4,826 and \$9,685. A year's worth of public transportation can cost as little as \$200! Americans drive an average of 10,000 miles a year commuting to and from work.
- Turn off lights at the end of the day. Lighting an average-sized empty office overnight wastes enough electricity to make one thousand hot drinks or print eight hundred sheets of paper.
- Check out these electronic recycling and donation suggestions:
 - According to the Environmental Protection Agency, more than 2 million tons of e-waste end up in landfills each year. When burned or dumped, cell phones, computers, and other gadgets release toxins—including lead, mercury, and cadmium—into the air and water. Visit www.earth911.org or www.mygreenelectronics.org to find a recycling center near you.
 - Donate your old cell phone to www.eco-cell.org, an organization that provides refurbished phones for first-time users abroad or hospital patients for emergency 911 calls.
 - If your computer is in working order, consider donating it to a local school or nonprofit organization. For school donations call your local school district or visit www.pcsforschools.org. Learn how to donate used computer technology to nonprofit and public agencies at www.cristina.org.
 - Best Buy has kiosks inside U.S. stores where you can drop off unwanted electronics at no cost. If your electronics still have some life left in them, you can trade them in and get some money back www.bestbuy.com
 - Staples' recycling program covers everything from desktops, laptops, and printers to keyboards, mice, and speakers. Take your electronic device to the store's customer service desk and have it sent to a recycler for \$10 per large item. www.staples.com
 - You can recycle CDs at www.CDRecyclingCenter.com.
 - Your business can earn money by selling used equipment. Web sites such as www.buymytronics.com purchase iPhones, cell phones, BlackBerrys, and other technology.
 - Did you know that you can earn big bucks by recycling your ink cartridges? Go to www.myinkrecycling.com to review a database of over one hundred cartridge recyclers, complete with the prices that each recycler pays. Prices in the database are updated weekly.

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