

Green Tips to use in any Workplace:

For the Business:

1. Take Care of low-hanging fruit (e.i. lighting and water) before investing in larger systems like Solar and Wind.
2. Low flow faucets and shower heads create big savings.
3. For an improved working environment, buy products that use recyclable materials whenever possible.
4. Maintain your furnace and air conditioners.
5. Advances in boilers are saving clients lots of money. Manage and maintain your systems.
6. Ice machines use a lot of energy. Less soda-less ice- more energy.
7. Consider a car sharing service like [Zipcar](#) or [IGO](#) for employee trips.
8. Reduce energy waste before investing in renewable technologies.
9. Explore geothermal for all projects, the earth's crust stays at a constant 55°degrees Fahrenheit.
10. Use Energy Recovery or Heat Recovery systems to drastically reduce energy use.
11. Use local and diverse plants for landscaping.
12. Landscaping diversity creates bio diversity.
13. Provide Facilities for employees to store bikes and shower.
14. Most of the energy use is created post-construction. Try to reduce your plug loads as much as possible.
15. Increase communication by email to save on paper.
16. Locate suppliers that provide paper with the most recycled content.
17. Create a "green" team to review your energy use and to oversee small environmental changes in the office.
18. Have an Audit done.
19. Use plants to improve indoor air quality.
20. Basic standards for ROI (return on investment):
 - Lighting Retrofits - ~1.2yrs, Water retrofits - ~1.5yrs, Green Roofs - ~6yrs, Solar Thermal - ~10yrs, Solar Panels - ~15yrs, Wind Power - ~25yrs.

Green Tips to use in any Workplace:

For the Employees:

21. Use water filter systems over plastic bottles and carry your own water.
22. Use your own coffee mug. One time use coffee cups are an energy disaster.
23. Unplug wall plugs. Ghost energy can account for 10% of your energy bill.
24. Shut water off while you brush your teeth or wash your face.
25. Develop a mentality that every drop of water is precious. It is.
26. Buy less food in boxes. You pay for the packaging and so does the planet.
27. Develop a coffee club in your office- each employee has their own mug.
28. Properly inflated tires save a lot of mpg.
29. Change your vehicles air filter every 40k.
30. Live close to where you work.
31. Eat locally produced food when possible.
32. Mind your calorie intake.
33. Take your own shopping bag(s) to the store. Let's reduce the massive size of "plastic island".
34. Say no to bags at the store whenever possible.
35. Regift!
36. Unplug your cell phone/laptop charger when not in use. That's exercise too.
37. Compost in your backyard.
38. Average U.S. lawns could produce \$5,500 worth of vegetables annually. Grow.
39. Support organic and free range.
40. Going on a vacation? Unplug everything.
41. Set your furnaces lower and dress warmer
42. Make sure your economizers are functioning.
43. Most schools and offices are over lit.

44. 10 watts savings in just one bulb can equal \$8.80 a year.
45. Most of our electricity comes from coal. And there is no clean coal.
46. Use local and diverse plants for landscaping.
47. Landscaping diversity creates bio diversity.
48. Reduce light pollution that blocks our night skies.
49. Going on a picnic? Leave the area cleaner than you found it.