

SUSTAINABILITY

HOW YOU CAN MAKE A DIFFERENCE



AT WORK:

1. Save Power

- Turn off lights/devices when leaving the office
- Unplug power cords not in use

2. Drive Less

- Telework
- Use mass transit
- Carpool to work
- Teleconference meetings

3. Print Less

- Print on two sides
- Use smaller margins
- Preview output before printing
- Format spreadsheets to reduce pages
- Turn off computers and printers at night

4. Conserve/Recycle

- Recycle paper, cans, plastic and glass
- Reduce plastic throwaways – bring your own plates/flatware
- Request recycling bins for your office
- Recycle rechargeable batteries, cell phones and printer cartridges
- Use recycled paper

WEBSITES OF NOTE:

<http://hr.gmu.edu/worklife/green.php>

<http://green.gmu.edu>

<http://www.energystar.gov>

<http://www.epa.gov/climatechange>

<http://www.epeat.net>

<http://www.climatesaverscomputing.org>

<http://www.presidentsclimatecommitment.org>

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AT HOME:

1. Save Power

- Use rechargeable batteries
- Replace your light bulbs with energy efficient bulbs
- Unplug power cords not in use
- Turns off lights when leaving a room
- Turn down your water heater, plan your use and switch it off if not being used frequently
- Choose Energy Star approved appliances and equipment

2. Trim Heat, AC and Water Usage

- Turn your thermostat down in winter, up in summer
- Adjust thermostat for sleep time and times when you are away from home
- Ensure fireplace dampers are closed
- Eliminate air infiltration
- Add insulation and window improvements
- Take shorter showers and fix leaking faucets

3. Drive Less

- Group your errands/trips together
- Keep tires inflated, spark plugs and filters maintained
- Use mass transit, carpool, walk and bicycle
- Avoid long idling and aggressive driving

4. Conserve/Recycle

- Recycle paper, cans, plastic and glass
- Repair items rather than buy new
- Filter tap water and carry in a recycled bottle
- Reduce junk mail
- Use recycled paper