



Reduce Your Paw Print

Office Sustainability Checklist

In the evening:

- ✓ All lights off
- ✓ Copiers turned completely off
- ✓ Set back manual thermostats (warmer in the summer, cooler in the winter)
- ✓ Shut down computers, or set to hibernate, and lock access
- ✓ Printers and other office equipment turned off
- ✓ Turn off power strips for desktop equipment
- ✓ Shut blinds and/or curtains
- ✓ Close any open windows

In the morning:

- ✓ Turn lights on as needed—get the most out of natural light
- ✓ Turn on copiers and put in power/energy save mode
- ✓ Double check thermostat settings, and set at a comfortable level
- ✓ Computers, printers and other office equipment turned on as needed
- ✓ Open blinds and/or curtains
- ✓ Open windows, if possible, if this does not conflict with automatic heating/cooling

Do this once, reap the benefits:

- ✓ Get a plant or two to suck up carbon dioxide and provide fresh air
- ✓ Stock your office with reusable dishes and silverware so you don't have to throw away plastic utensils
- ✓ Remove unnecessary appliances, or see if common appliances can be shared (coffee pots, pencil sharpeners, etc)



Reduce Your Paw Print

Office Sustainability Checklist

In the evening:

- ✓ All lights off
- ✓ Copiers turned completely off
- ✓ Set back manual thermostats (warmer in the summer, cooler in the winter)
- ✓ Shut down computers, or set to hibernate, and lock access
- ✓ Printers and other office equipment turned off
- ✓ Turn off power strips for desktop equipment
- ✓ Shut blinds and/or curtains
- ✓ Close any open windows

In the morning:

- ✓ Turn lights on as needed—get the most out of natural light
- ✓ Turn on copiers and put in power/energy save mode
- ✓ Double check thermostat settings, and set at a comfortable level
- ✓ Computers, printers and other office equipment turned on as needed
- ✓ Open blinds and/or curtains
- ✓ Open windows, if possible, if this does not conflict with automatic heating/cooling

Do this once, reap the benefits:

- ✓ Get a plant or two to suck up carbon dioxide and provide fresh air
- ✓ Stock your office with reusable dishes and silverware so you don't have to throw away plastic utensils
- ✓ Remove unnecessary appliances, or see if common appliances can be shared (coffee pots, pencil sharpeners, etc)

