

Have a green holiday.

Tips to keep your properties green this season.



- View online versions of newspapers/magazines to reduce paper consumption.
- Consider adopting a corporate standard that regulates a lesser ink-intensive font to be used for all document printing. Fonts such as Century Gothic, Times New Roman and Calibri use 30 percent less ink than fonts such as Arial.
- Encourage employees to bring reusable silverware, cups and plates from home. Limit disposable cutlery to visitors only. Please note that all disposable cutlery and food containers used during workshops and presentations should be biodegradable.
- Provide a printer preview display screen, prior to every print. This will help eliminate accidental document printing.
- Print double-sided with narrow margins to reduce paper consumption and related costs.
- Using power strips – instead of plugging your computer and other electronics into the wall outlet – guarantees that everything is SHUT OFF when switched off.
- Place recycling receptacles next to waste containers and in high-traffic areas (print rooms, break rooms, employee mail centers, lobbies and individual workstations) to encourage building tenants to properly discard waste materials.
- Seek providers of renewable energy to power facility.
- Post signage directing tenants to turn off lights and unplug unused electronics to reduce energy consumption on-site.
- Engage on-site food and beverage locations to go trayless and develop composting programs.
- Host fun, educational “Earth Week” events to engage tenants and employees to reduce energy use and waste.
- Host potluck lunches to save occupants money and reduce waste from packaging offered at take-out restaurants.
- Keep batteries and e-waste out of the landfill.
- Host electronic and universal waste collection days to protect our water and air.