



MAKE YOUR OFFICE GREEN

Everyone needs to do their part to help our environment!

Turn the lights off when you leave your office.

Make 2-sided copies when possible.

Recycle paper or use it for scratch paper.

Turn your computer off when leaving the office.

Use the print preview feature to check your work before printing.

Avoid changing the thermostat-set it and leave it.

Use natural light in your office. Shut off the lights!

Wash and reuse a mug for beverages and silverware.

Add a plant to your workspace for cleaner air.