

Greening the Office

Sponsored by the Ecological Sustainability Education (ESE) Program and the Ecovillage

It /s ESE (“easy”) Being Green!

Thanks for participating in the “Greening the Office” workshop at Berea College! We hope that you will find the information and resources helpful in making your own office a more sustainable workplace.

This booklet is designed to provide more detailed information about the basic concepts presented in the workshop and to serve as a handy reference guide for you to use in your office and to share with your colleagues. While this booklet is not a comprehensive green office guide, it includes additional resources that you can explore for more information.

Your feedback about the workshop and the contents of this booklet are much appreciated, so feel free to let

us know about other types of information that you would find useful as well as any additional information or resources that can enhance the workshop and/or booklet. Contact Tammy Clemons (986-3610 or clemonst@bera.edu) or Connie Briggs (985-3179 or briggsc@bera.edu) to share your opinions and ideas.

Thanks again for your commitment to sustainability at Berea College. It is the effort of the many valuable employees that can truly make a difference in the ecological impact of the College. Continue doing good work, sharing information with your colleagues, and encouraging “plain and sustainable living.”

—Tammy Clemons & Connie Briggs



Table of Contents

Energy Conservation	2
Healthy Office Environment	3
Maintaining Personal Resources	4-6
Green Office Supplies	6
Self-evaluation Tools	6-7
Best Practices on Campus	8
Other Information	8

Primary Areas for Energy Conservation

Office Equipment (right)

- 16% of office energy use
- One workstation (computer and monitor) left on after business hours emits nearly one ton of CO² per year

Heating/cooling (p. 2)

- 39% of office energy use

Reusing/Recycling (p. 2)

- Making the most of what we have!

Office Equipment Conservation Tips

- Screen savers *do not* save energy, so set computers to “sleep” during idle periods
- Turn off monitors, speakers, and printers every day
- Plug complete workstation equipment into a power strip & simply turn it off once the computer has shut down; this eliminates the “phantom” load that continues drawing power even when equipment is turned off
- Laptops use approximately 15-25 watts compared to the 150 used by regular desktop computers with monitors
- Look for ENERGY STAR® when purchasing new equipment
- ENERGY STAR® laser printers automatically switch to a low-power standby mode when there are no print jobs for a pre-set time period, which saves 65-75 watts; thus, with fewer operating hours and less heat buildup, these printers can last longer and be more reliable.

Heating/Cooling Conservation

A good general rule for energy conservation, is to turn off all appliances when they are not in use (e.g., lights, heating/cooling, office equipment, etc.)—and it's best to use a power bar as the main switch.

IN WINTER:

- Set thermostat no higher than 68 degrees
- Dress in layers to add & remove as necessary
- Lock windows, but open shades to let in sunlight
- Use a lounge-throw over shoulders and/or laps
- Take regular stretching/moving breaks
- Drink something hot!

IN SUMMER:

- Set thermostat no lower than 78 degrees
- Dress in layers to add & remove as necessary
- Close blinds to block direct sun
- Use ceiling fans and/or small oscillating fans
- Open windows for breezes if/when possible
- Drink plenty of water!

Reusing What You Can from What You Have

Reusing existing items is one of the best ways to reduce the amount of waste we produce. Here are just a few handy tips for making the most of what you already have.

- Print 2-sided whenever possible
- Use the clean side of discarded paper for

printing emails, draft documents, etc.

- Cut extra "draft paper" into small pieces for notes
- Mark out addresses on envelopes and use them again for campus mailings
- Re-use packing materials for mailing large packages

- Use a washable cup for coffee and other drinks at campus meetings and events (see below)

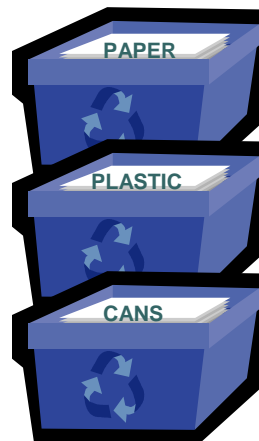


- Reuse beverage bottles for refilling water

Recycling What's Unneeded

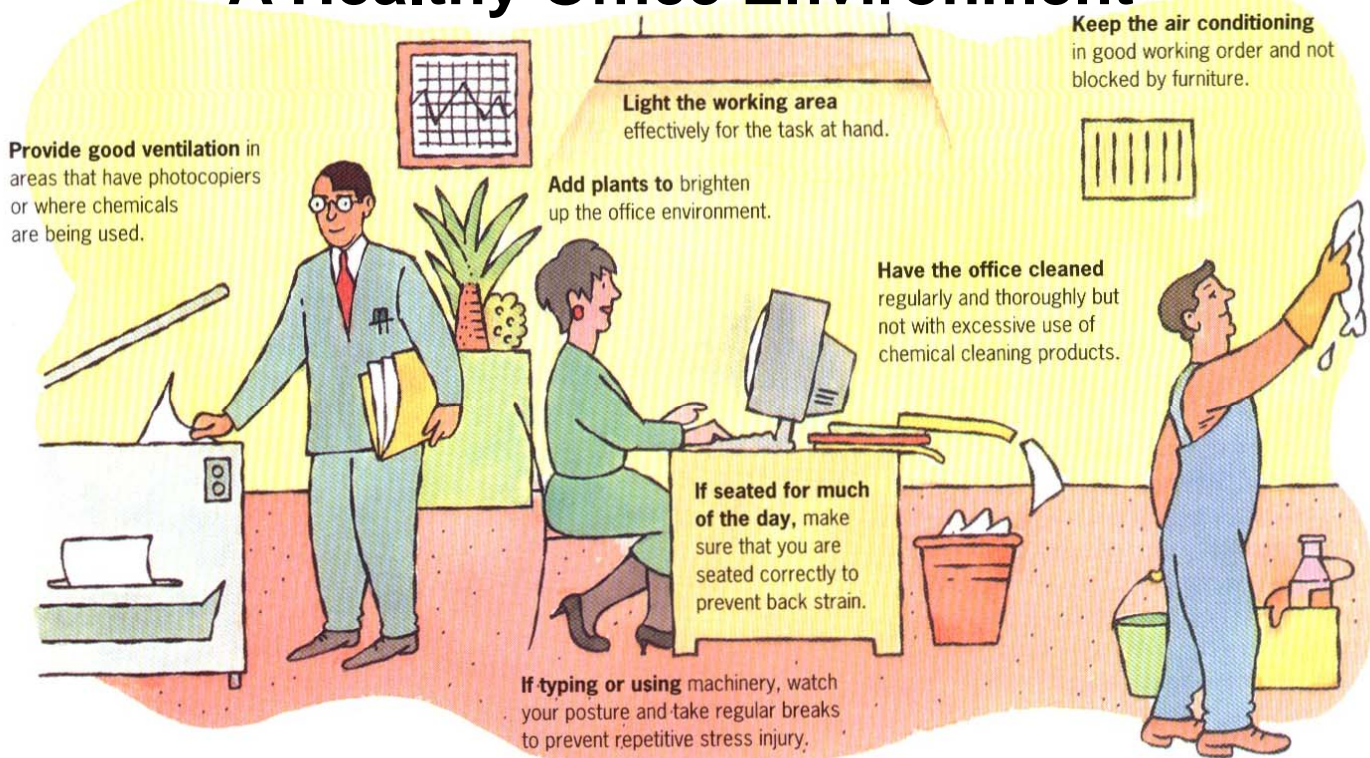
Last year, Berea College recycled over 94 tons of paper and cardboard, 1.1 tons of aluminum, and more than 10 tons of scrap metals. Your help is needed to ensure that the College is keeping this much and more out of our landfills.

- Make individual bins in your office to make it easy to separate:
 - Paper
 - Plastic (#1 & #2)
 - Aluminum cans
- Post reminders about recyclable items on trash cans
- Recycle laser cartridges by mailing to manufacturer in original shipping package



- Use "EnviroSmart" self-mailers for recycling ink-jet cartridges and earn \$\$ for Berea College!
- Recycle batteries in the bins available in the CPO lounge

A Healthy Office Environment



Information from *The Healthy Environment*, a Readers' Digest Publication

Plants in the Workplace



Judy Richards enjoys plants in her workstation

Plants are not just pretty to look at, but they also provide many healthful physical and emotional benefits. Plants:

- Act as the "lungs" of the indoor environment by filtering toxins

- Reduce:
 - Fatigue by 20%
 - Coughs by 40%
 - Headaches by 45%
- Improve efficiency, morale, & problem-solving

Keeping at least one plant on your desk within 6-8 cubic feet of your workspace will maximize its natural toxin-reducing capabilities...

And don't forget that sunlight is not only good for your plants ... it's good for you too!

Berea College Gardens & Greenhouse host regular plant sales that are open to the campus and community. The facility is located on Scaffold Cane Road, just below Kettering Hall. Check out the upcoming sales!

Saturdays, April 29 & May 6
9 am to 1 pm

USDA Certified Organic

Plant Selection and Placement

Corn Plant Tree:

Can easily reach 6 feet in height and doesn't need much water or light



Peace Lily:

Eats 939 micrograms of formaldehyde an hour



Maintaining Personal Resources

Sustainability is typically associated with the conservation and management of natural resources. However, sustainably maintaining our personal resources is also an essential component of an overall healthy work environ-

ment. Berea College recently adopted a new Strategic Initiative that includes this aspect of sustainability: "How can Berea College support a reflective and effective learning and working community with sustainable workload expecta-

tions for its faculty, staff, and students?" While the College will continue to explore this issue as a community, here are some immediate tools for assessing and maintaining the resources we need to be effective in our work and play.



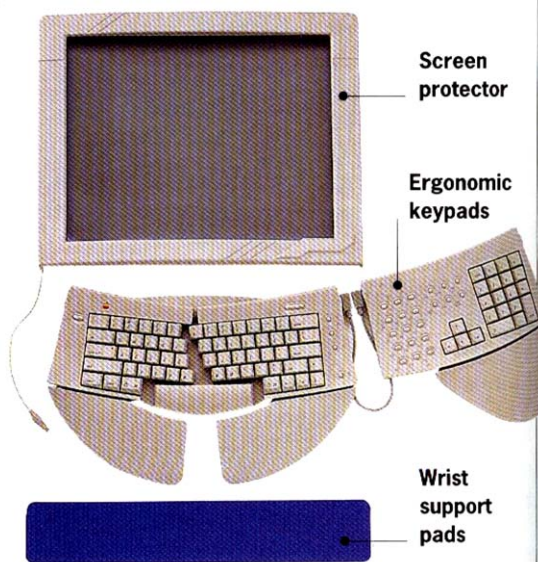
Ergonomics: What and How

"The term "ergonomics" is derived from two Greek words: "ergon", meaning work and "nomoi", meaning natural laws. Ergonomists study human capabilities in relationship to work demands."

www.ergonomics.org

USE YOUR COMPUTER SAFELY

A number of accessories are available that are specifically designed to protect your health from the various hazards of computers. Ergonomic keyboards may look outlandish when compared with traditional keyboards, but in fact they have been designed to better suit the natural actions of the hands. Wrist support pads help to keep your wrists in alignment with your hands as you type, easing the muscular and tendon strain that can cause carpal tunnel syndrome. And screen guards, which reduce the glare from monitors can help to ease eyestrain and prevent headaches.

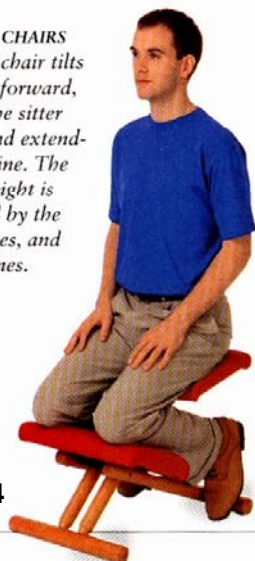


ARE YOU SITTING COMFORTABLY?

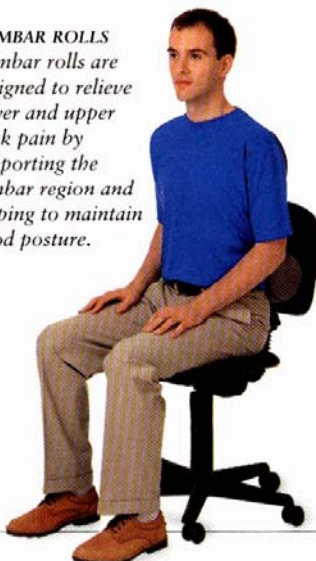
A good chair can help you avoid back, shoulder, and neck pain. When seated in your office chair, you should be able to sit comfortably with your feet flat on the floor. Depending on your height, the seat

should be 17 to 19 inches from the floor. There are many kinds of special back-support chairs on the market, as well as a number of seating accessories that can help to prevent or relieve back pain.

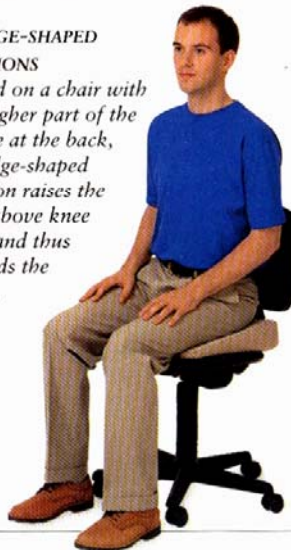
KNEELER CHAIRS
A kneeler chair tilts the pelvis forward, keeping the sitter upright and extending the spine. The body's weight is supported by the shins, knees, and sitting bones.



LUMBAR ROLLS
Lumbar rolls are designed to relieve lower and upper back pain by supporting the lumbar region and helping to maintain good posture.



WEDGE-SHAPED CUSHIONS
Placed on a chair with the higher part of the wedge at the back, a wedge-shaped cushion raises the hips above knee level and thus extends the spine.



The information and graphics on office ergonomics on this and the next page are from *The Healthy Environment*, a Readers' Digest Publication. A copy is available in the Sustainability Coordinator's office, Bruce 220.

FENG SHUI FOR YOUR DESKTOP

You can apply feng shui principles to your desk, arranging items to maximize positive energy, but you must first determine in which direction your desk faces. Establish magnetic north, then

find the center of the desk and place a grid of the eight directions over it (see page 105). Each direction is associated with a particular form of energy that can have positive benefits on your work.

Northeast encourages motivation; place objects here that encourage you to work harder, such as your appointment calendar.

North encourages tranquility; if your workplace is hectic, placing a plant or flowers here can promote calmness.

DESKTOP ENERGY
Your desk must be large enough for your needs. Rounded corners and pale wood encourage the flow of chi.



Southeast encourages communication; the telephone, the fax if you have one, and your mail tray would be well placed here.

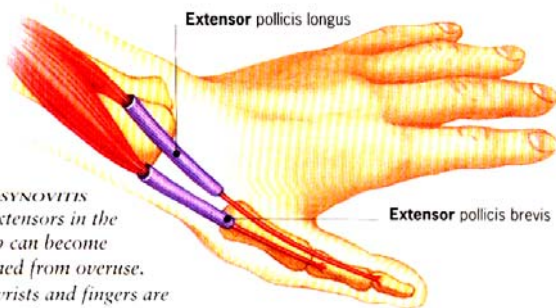
Southwest encourages family harmony; this spot is ideal for family photographs or mementos.

West is associated with finance, so checkbooks and petty cash boxes sit well in this location.

REPETITIVE STRESS INJURY

Repetitive stress injury covers several complaints caused by a repetitive action. People who work at computer keyboards for long periods are particularly vulnerable. The tendons in the forearm become inflamed, resulting in

tenosynovitis or carpal tunnel syndrome and severe pain. Wrist splints may help temporarily, but most workplaces now recognize that well-designed workstations and regular breaks are essential preventive measures.



TENOSYNOVITIS
The extensors in the thumb can become inflamed from overuse. The wrists and fingers are also at risk.

Want More Information?

You can find some basic tips for workplace ergonomics when you login to the Office Depot Customer Service website. The site also includes an interactive program on "Ergonomics & Productivity" with a step-by-step assessment of your workspace and body alignment. This program (OFF_DEP.EXE) is also available in the Sustainability Coordinator network folder:

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Managing Time and Stress



Sometimes it seems as if there is never enough time and more than enough stress in our lives. This can be especially true when we find it difficult to manage our personal and professional commitments.

The Office of People Services offers regular professional development workshops that provide tools for an effective workplace and work-pace. Workshops are open to interested staff from all offices and

departments across campus. If you would like to know more about the staff development opportunities at Berea College, contact Mark Nigro, Learning-Training Coordinator, at extension 3054 or at nigrom@bera.edu.

Green Office Supplies

Administrative offices consume large amounts of office supplies, which are not always produced in the most ecologically responsible manner. Sometimes these products are not reused or disposed of properly, and they end up in the College's waste stream.

When supplies are needed, it is always good to ask colleagues/neighbors for surplus supplies before placing an order. You might be surprised to find that much of what you need is already available nearby. The Sustainability Coordinator office was almost entirely supplied by the generous donation of extra items that were unneeded in various other offices across campus.

RESOURCES

100% post-consumer paper is available from Printing Services

Office Depot Green Book

<http://www.community.officedepot.com/gb.asp>

Greenline Paper Company

<http://www.greenlinepaper.com/>

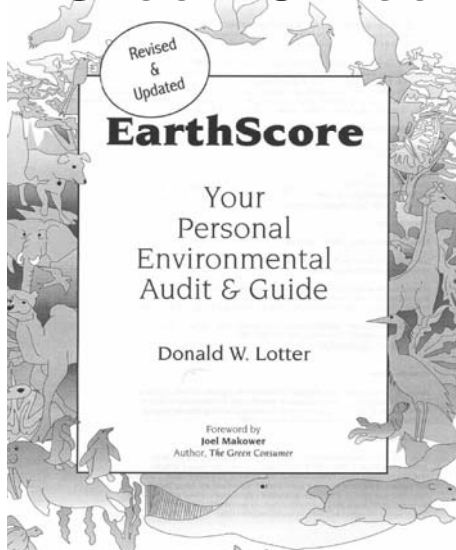
Recycled Office Supplies

<http://recycledofficeproducts.com/>

Sustainable Group

<http://www.sustainablegroup.net/>

Green Office Guides & Self-Evaluation Tools



Are you interested in learning about what others are doing to green their offices and workplaces? Green office guides from other organizations are available in the Sustainability Coordinator network folder:

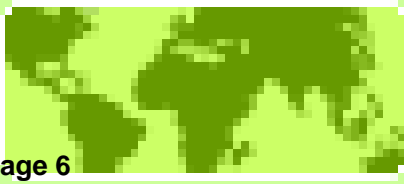
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Please let us know if you come across any other helpful resources to include in this resource folder.

In addition to learning about what others are doing, it's also important to assess our own impact on the environment. The basic internal office audit on the next page will help you get started. The following links can also help you develop your own report card!

- EarthScore Personal Environmental Audit & Guide (\$5 each) <http://home.ix.netcom.com/~jdhowell>
- Ecological Footprint Exercise <http://www.myfootprint.org/>
- Self Energy Audit <http://www.tcnj.edu/energy/audit.html>

Ecological Footprint Quiz



YOU CAN DO IT!

Internal Office Audit

PC's and Laptops

- Make sure the Energy Star or power saver feature is activated
- Turn off your computer when you go home – if you turn off your laptop evenings and weekends, you will save 2.5 kw hr/week – that's 2.5 pounds of coal saved
- Use email instead of written messages
- Use departmental network folders to share large files that would use excessive paper or a lot of storage space on the email system
- Make one copy of documents and circulate instead of making copies for everyone

Copiers, printers, and faxes

- Make sure energy-saving features are set up correctly
- Turn them off nights and weekends; the copier is a big user – if you turn it off nights and weekends, you'll save 3.7 kwh/week – that's 3.5 pounds of coal
- Print on the back of used sheets of paper

Lighting

- Use natural light when possible – you'll feel better with daylight too
- Turn off lights when not in use

Paper

- Recycle internally first
 - Print on the backs
 - Use scrap paper for notes and messages
 - Reuse envelopes for internal mail
- Cancel junk mail and unwanted publications
- Try to avoid overpackaged goods

Drinks

- Use ceramic or other reusable mugs at your desk
- When it's necessary to use disposable cups, get paper

Bathrooms

- Turn off lights when you leave
- Turn off the water when you're soaping your hands
- Report running toilets

Best Practices on Campus



Saving energy - press START

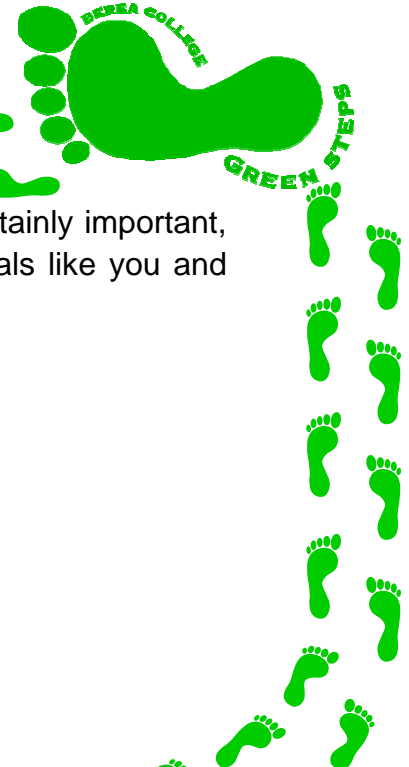


Are you familiar with these sustainability efforts at Berea College? You can view more photos and read about these and other best practices on campus by checking out the PowerPoint slide-show and the list of practices in the Sustainability Coordinator network folder:



\\Fileshare-nt\Departmental\Sustainability\Clemonst\Resource\Green Office\Best Practices

Be a Role Model!



An institutional commitment to sustainability at Berea College is certainly important, but true sustainability is not possible without the efforts of individuals like you and your co-workers. So how else can you be involved?

- Sign the "Green Steps" sustainability pledge
- Perform an internal office audit with co-workers
- Share best practices and new ideas with others
- Encourage students to create and implement best practices in office and at home
- Learn from mistakes and ...
- Celebrate work well done!