




# Greening the Office

Berea College  
Green Living Workshop

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

## Workshop Overview

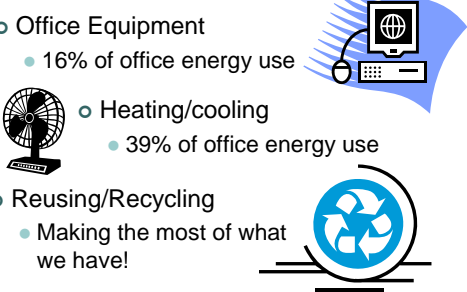
- Energy Conservation
- Healthy Office Environment
- Maintaining Personal Resources
- Green Office Supplies
- Best Practices on Campus
- Green Office Guides & Self-evaluation Tools
- Other Information



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## Energy Conservation

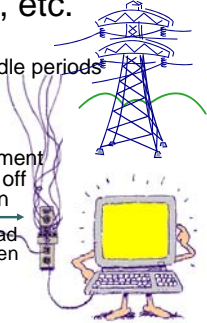
- Office Equipment
  - 16% of office energy use
- Heating/cooling
  - 39% of office energy use
- Reusing/Recycling
  - Making the most of what we have!



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## Office Equipment, etc.


- 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
  - Also eliminates the "phantom" load that continues drawing power even when equipment is turned off
- Look for ENERGY STAR® when purchasing new equipment



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## Heating/Cooling Conservation

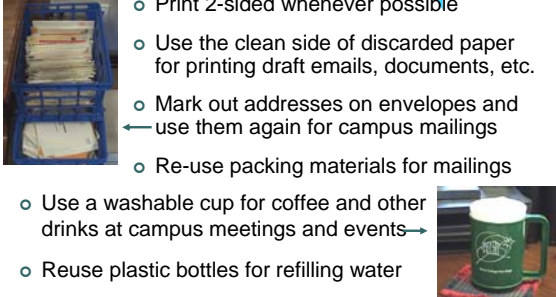
<ul style="list-style-type: none"> <li>○ Set thermostat no higher than 68 degrees</li> <li>○ Dress in layers to add &amp; remove as necessary</li> <li>○ Lock windows, but open shades to let in sunlight</li> <li>○ Use a lounge throw over shoulders and/or laps</li> <li>○ Take regular stretching/moving breaks</li> <li>○ Drink something hot!</li> </ul>		<ul style="list-style-type: none"> <li>○ Set thermostat no lower than 78 degrees</li> <li>○ Dress in layers to add &amp; remove as necessary</li> <li>○ Close blinds to block direct sun</li> <li>○ Use ceiling fans and/or small oscillating fans</li> <li>○ Open windows for breezes if/when possible</li> <li>○ Drink plenty of water!</li> </ul>
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## Reusing What You Can


- Print 2-sided whenever possible
- Use the clean side of discarded paper for printing draft emails, documents, etc.
- Mark out addresses on envelopes and use them again for campus mailings
- Re-use packing materials for mailings
- Use a washable cup for coffee and other drinks at campus meetings and events
- Reuse plastic bottles for refilling water



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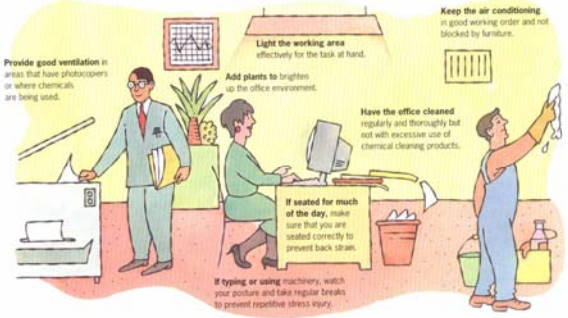
## Recycling What's Unneeded

- Make individual bins in your office to make it easy to separate:
  - Paper
  - Plastic (#1 and #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!



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## Healthy Office Environment




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

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## Plants in the Workplace

- Not just pretty...
- Act as "lungs" of the indoor environment by filtering toxins
- Reduce:
  - Fatigue by 20%
  - Coughs by 40%
  - Headaches by 45%
- Improve efficiency, morale, & problem-solving



Information from syndicated newspaper article by Lisa Radke

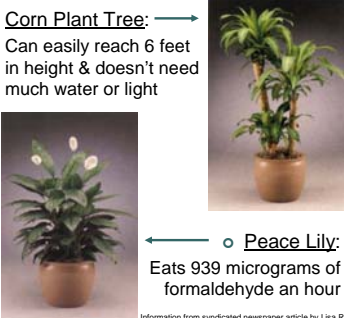
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## Plant Selection & Placement

- Corn Plant Tree:**
  - Can easily reach 6 feet in height & doesn't need much water or light
- Peace Lily:**
  - Eats 939 micrograms of formaldehyde an hour

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, but you too!



Information from syndicated newspaper article by Lisa Radke

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## Personal Resources



- Ergonomics**
  - Ergonomic accessories
  - Proper body alignment
  - Stretching/varying movement
- Stress Management**
  - Good stress/bad stress
  - Emotional health
  - Physical health
- Time Management**
  - Identifying goals/values
  - Organizing
  - Prioritizing
  - Delegating
- Strategic Question #7:**
  - How can Berea College support a reflective and effective learning and working community with sustainable workload expectations for its faculty, staff, and students?

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## Green Office Supplies

- Always start by asking colleagues/neighbors for surplus supplies before placing an order!
  - 100% post-consumer paper available from Printing Services
  - Office Depot Green Book
    - <http://www.community.officedepot.com/qb.asp>
  - Greenline Paper Company
    - <http://www.greenlinepaper.com/>
  - Recycled Office Supplies
    - <http://recycledofficeproducts.com/>
  - Sustainable Group (Recycled Supplies)
    - <http://www.sustainablegroup.net/>



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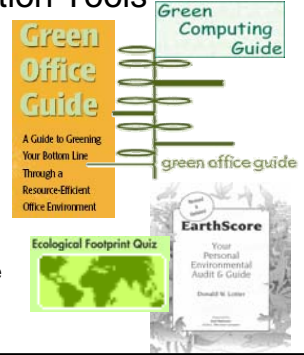
● ● ● Best Practices on Campus



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● ● ● Green Office Guides & Self-Evaluation Tools

- Want to learn more?
  - Additional Green Office guides from other organizations are available in Tammy's network folder
  - A basic internal office audit and links to other self-evaluation tools are printed in the workshop booklet



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● ● ● Be a Role Model!

- 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!



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