

# 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