

# Green Office Checklist

## Purchase:

- Chlorine free high post-consumer-waste recycled paper
- Reusable interoffice envelopes
- Fair-Trade organic coffee
- Large bags of sugar rather than individually wrapped packets
- Buy in bulk
- Refillable pens
- Non -toxic biodegradable cleaning supplies
- Rechargeable batteries

## Practices:

- Keep mailing lists up-to-date
- Avoid printing
- Use the double sided feature of a printer
- Save portions of unused paper to use for scratch paper
- Avoid disposable plates, cups or other kitchen ware
- Avoid napkins and paper towels by using kitchen towels
- Create recycling program for office

## In the Kitchen:

- Provide a dish-washing area to support staff efforts to use reusable containers
- Eat in the restaurant as opposed to carrying-out food, and don't accept Styrofoam containers
- Bring your own bags when shopping
- Limit or eliminate "fast food" chain restaurants from eating options; provide suggestions for local or organic options