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10 Tips for a Sustainable Office

1. **Change the Light Bulbs** - Regular old light bulbs waste about 98% of the energy that they consume in the form of heat, but these bulbs have a very short life when compared to fluorescent or LED bulbs.
2. **Stop Wasting Paper at the Printer** - Why print out documents when you can just email them in an electronic form instead? This saves a ton of money on paper products. If you must make a copy or print out a document, use a duplex printer which is able to print on both sides of the paper, effectively saving up to 50% on paper costs. Also, reuse scrap paper for note taking or to print documents rather than just throwing it away.
3. **Use Recycled Paper** - Recycled paper causes 74% less air pollution, 35% less water pollution, and it actually creates five times more jobs than does the production of virgin paper. According to the [Environmental Protection Agency](#), the average office worker uses 10,000 sheets of paper a year. Making sure some of that paper comes from recycled sources is a good place to start your green purchasing efforts. Don't forget corresponding envelopes for your mailings. Make sure you use re-manufactured toner to print on that paper, available at most office supply stores.
4. **Ditch the Paper Cups/Plates**
5. **Use Energy Star Products** - [Energy Star](#) or [EPEAT](#) certified products will often be 30% more efficient than their "non-green" competitors. Make sure to turn on the power save feature on any Energy Star printer, monitor, or copier. Computers in the business world unnecessarily waste about \$1 billion of electricity each and every year due to inefficient, and outdated, computer products and hardware.
6. **Unplug Computers When They're Not In Use** - Computers, and most other types of electronic devices for that matter, still burn energy even when they're turned off. If every U.S. computer and monitor were unplugged every night, it would decrease CO2 emissions by 7 million tons annually and would make it possible to shut down 8 large power stations due to the decrease in energy demand. The easiest way to unplug unused office equipment is to connect them to power strips that can be easily turned on or off with the push of a button.
7. **Use Sleep Mode** - Automatically set your computer for "sleep mode" when not in use for 10-15 minutes, and don't use a screensaver. Screensavers don't exactly "save the screen" from burning energy, they actually do the exact opposite of that.
8. **Ditch the Bottled Water** - Not only does bottled water cost as much as 10,000 times more than tap water, but it's also not eco-friendly at all. It takes 1.5 million barrels of oil to produce plastic water bottles in the U.S. alone, and 86% of these used bottles end up in landfills.
9. **Switch to Laptops** - A laptop computer can save as much as 50% in computer-related energy costs over a desktop computer. Replace those bulky desktop computers in the office with sleek, new, energy-efficient laptop computers - there should be a significant decrease in the energy bill each month.
10. **Buy Green Office Supplies** - Online retailers like [Eco-Home store](#) offer "green" products for home and office. All of the products are recycled or made in an eco-friendly way that is healthier for the environment than traditional manufacturing methods.

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