



Greening Your Office:

As Easy As 1-2-3!

Here are the three easiest, most practical steps that you can take to make your office more environmentally sustainable!

- Turn off all equipment, particularly computers, fax machines, and lights, when not in use.
- Switch from conventional light bulbs to fluorescent light bulbs (CFLs).
- Start to recycle clean paper and boxes. If you already recycle paper, add in plastic bottles.