



# Greening To-Do List

## Small Office-Based Businesses

### Lighting

- Evaluate your lighting system with an eye to reducing your carbon footprint and improving the working environment.
- If you can change flooring, opt for certified natural or renewable products.
- Turn off lights in empty rooms and cut lighting costs by as much as 15%.
- Open blinds to make use of natural lighting.

### Equipment

- Work your office equipment into your green plans; it consumes around 15% of the energy used in a small office.
- Turn off equipment when it's not in use. Older PCs and monitors can account for up to two-thirds of the energy use, so turn them off whenever possible. Disable screen-savers too, as they don't save energy.
- Buy ENERGY-STAR equipment and think about switching to laptops — they use around 10% of the energy of a standard PC.
- Consider using a timer or a Smart Strip power bar to turn off machines when no one is using them.
- Place copiers and printers in areas with good airflow; this helps reduce air-conditioning needs and prevents the build-up of harmful ozone.
- Use duplex (double-sided) printing to save paper, and re-use old documents for drafts.

## Other Conservation Measures

- Reduce the temperature on your hot-water tank and insulate its exterior.
- Upgrade insulation where possible.
- Install water-saving fixtures such as low-flow toilets.
- Set up a car pool and provide preferred parking for carpool and hybrid vehicles.
- Use drought-tolerant plants in garden beds.

## Reduce Waste

- Use real dishes rather than disposable dishes.
- Recycle and compost whenever possible.
- Use rechargeable batteries.
- Clean with green products.

**Energy-saving incentives and programs are available through the Ontario Power Authority:**

**[.saveONenergyontario.ca](http://www.saveONenergyontario.ca)**

## Green Economy Centre of South Simcoe

*Going Green.  
Growing Strong.*



### **Nottawasaga Futures**

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For more information on greening your office-based business, visit our website at [www.nottawasaga.com](http://www.nottawasaga.com) or call 1-800-509-7554.