



# Green Ideas for Your Office

Reduce, Reuse, Recycle, Repair, Rethink

## Computers and Electronics

- Turn off your computer monitor when not in use.
- Check computer settings for sleep mode. If computers are unused for periods of time, they should be set to go into sleep mode to conserve energy.
- Unplug other electronics, such as microwaves and coffee makers, when not in use during the day, after office hours, and over the weekends and long breaks.

## Printing

- Save paper by printing only when necessary. [Scan documents to your email](#) or a temporary folder rather than printing whenever possible.
- Only use color printing and single-sided printing when essential. At Creighton, our default settings are black and white and double-sided. Learn more about printing and sustainability on our [website](#).
- Print documents to [FacultyStaffSecure](#). Documents sent using this function are stored in a queue for 24 hours and then deleted if not retrieved.
- Send materials digitally or post materials online. Email agendas instead of printing copies. Display course materials and information on a screen or whiteboard rather than printing off a separate copy for everyone.
- Save paper by using smaller font sizes and single spacing when appropriate.
- Buy and use paper made from recycled content.

## Lighting

- Turn off the lights when you leave the room and when you have sufficient natural light in your office.
- Make the most of natural light. Use light wall colors; light paint colors reflect daylight, meaning your space will need less overhead lighting.
- Replace standard incandescent bulbs with compact fluorescent lamps (CFLs) or LED bulbs wherever possible. These bulbs use significantly less energy than standard incandescent light bulbs.

## Plants

- Make sure your office has at least one large plant. Plants not only increase the aesthetics of an office, but they are great for improving indoor air quality.

## Office Supplies

- Recycle and reuse office supplies whenever possible. Before you send office supplies or equipment you no longer need to the landfill, ask other departments if they can utilize.
- Cut down or eliminate your use of products that don't have green alternatives, such as rubber bands.
- Digitally store documents and materials.
- Purchase products that are made from post-consumer content (materials have been collected back from previous products and remade into new ones), such as paper and plastic products.
- Consider sharing office supplies instead of having multiple, individual sets.
- Before ordering new supplies, check with others in your area if they have what you need or if they need to place an order, too.
- For your cleaning needs, purchase green cleaning products.
- If you need intercampus envelopes or paperclips, call the Business Office at 402.280.2707 or visit them in Creighton Hall, Room 113. They have extras and would love to share them with you!

## Food and Drink

- Use reusable dishes, drinkware, utensils and napkins. Encourage your co-workers to do the same.
- If you order food for the office, tell the vendor you will provide your own utensils and napkins.
- Consider ordering fair trade coffee and tea.

## Recycling

- Utilize recycle bins. Creighton offers single-stream recycling which means that any recyclable material can go into any recycle bin. Visit our [website](#) for more information on recycling at Creighton.