Sustainable Creighton Green Office Guide

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 to 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. Whenever possible, *scan documents to your email* or a temporary folder rather than printing.
- Only use color printing and single-sided printing when essential. At Creighton, our default settings are black and white and double-sided.
- 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

- Reuse and recycle 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.
- 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 office supplies, check with others in your area to see if they have what you need or if they need to place an order, too.
- For your cleaning needs, purchase green cleaning products.
- Need inter-campus envelopes or paperclips? Check with the Business Office located in Harper. They often have an excess of inter-campus envelopes and paperclips which they will share with you.

Food and Drink

- Use reusable dishes, drink-ware, utensils, and napkins. Encourage your co-workers to do the same.
- Consider ordering fair trade coffee and tea.
- Compost any food scraps (coffee grounds/filters and teabags, too) in one of the green compost totes located on the mall.

Recycling

- Utilize recycle bins. Creighton offers single-stream recycling which means that any acceptable recyclable material (paper, metal, plastic) can go into any recycle bin on campus.
- Although glass is not accepted in campus recycling bins, Creighton hosts a community recycling drop-off located at 17th and Burt Streets which does accept glass.
- Visit the Sustainable Creighton *website* for more information about recycling and waste disposal at Creighton.

For more information about Creighton's sustainability efforts, visit our website:
creighton.edu/sustainability

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