



Save Money & the Environment at the Office

- 1.** Turn off lights when not needed to save energy and to lower your electric bill. Replacing older lights with energy-efficient bulbs can save up to 30% off your lighting cost and up to 5% off your overall energy costs.
- 2.** Tune up your heating, ventilating, and air conditioning system annually to save energy and money. On average, heating and cooling account for 35% of an office building's energy use.
- 3.** Look for the Energy Star label when you replace electronics. Electronics account for around 16% of an office's energy consumption.

4. Recycle paper products. It saves money because it's cheaper than growing, harvesting, and processing trees. Recycling 1 ton of paper is the equivalent of using 17 trees to produce paper.
5. Set your printers, copiers, and faxes to allow printing on both sides, which can cut paper costs nearly in half. The average office worker uses 10,000 sheets of copy paper each year.
6. Unplug electronics—or turn them off at a power strip—to eliminate the energy used for standby power. Many electronics continue using energy—20 to 40 watts—even when turned off.
7. Buy products made from, or packaged in, recycled materials, including office supplies. You can usually spot products made from recycled paper, plastic, and other materials by reading labels.
8. Save fuel: pack your lunch. By eliminating the drive to your local eatery, you can help reduce air-pollutant emissions. Pack your lunch in reusable containers and avoid individually packaged items.
9. Fix leaks you find in office faucets and toilets. A faucet leaking one drop per second can waste up to 3,000 gallons of water each year.
10. Look for opportunities to work from home, compress your work-week schedule, or host meetings via teleconference or videoconference to reduce employee travel.



Online Tips to Do Your Part!



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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