

## **School of Extended Education Sustainability Initiative**

### **Suggestions for reducing waste within the office:**

- Use the small black trash bin that is attached to your trash can for “real” trash/garbage.
- Use the big trash can with the clear bag for recyclables.
- Cut up paper that is printed on only one side and use it for note, messages, etc.
- Save paper that is printed on only one side and use it to print “draft documents” on the other side.
- Make sure your student employees recycle.
- Use email versus a letter when appropriate to save paper.
- On bright sunny days, use a desk lamp if necessary versus turning on the overhead lights which may not be needed.
- Use more teleconferencing and videoconferencing instead of traveling to meetings.
- When requesting a vehicle from the transportation office, ask for a hybrid.
- Carpool with others when going to the same location.
- Purchase only recycled paper – apparently, it no longer jams in the copiers.
- Turn off your computers over the weekends and turn the power off at the power strip to reduce the use of “phantom” power.
- Request that power saving fluorescent bulbs be installed in overhead lights.
- Request that the gaps under the outside doors be fixed.
- Close blinds at night and during the day if the sun is heating up the office.
- Bring reusable dishes and utensils when eating lunch in the office.
- Purchase paper versus Styrofoam cups for group events.
- Bring your lunch to work and eat in the office and save money and gas.
- Bring a mug or refillable water bottle to work instead of using bottled water.
- Take up a collection to purchase a tree that can be planted around our building.
- The university recycles all plastics (#1-7), glass, all papers, and metals so make sure these are recycled.
- Make sure that no food or drink remains in containers that are to be recycled or the custodians will simply discard it.
- With the exception of letterhead, set your default at a margin of .6 to get more print on the page and, thus, reduce paper usage.
- Purchase wooden stirring sticks versus plastic stirrers for coffee.
- If SEE receives multiple catalogues from the same vendor, contact the sender to let them know so that we don’t receive duplicates.
- If SEE receives catalogues from vendors we don’t use, contact the sender to have SEE’s name removed from their list.
- Walk or ride the shuttle to campus locations rather than taking a vehicle.

### **Suggestions for reducing waste at home:**

- Go to <http://www.catalogchoice.org/> and request that your name be removed from their lists, particularly if you never order from them.
- Purchase reusable grocery/shopping bags and take them with you when you shop and avoid the choice between paper and plastic.
- Replace traditional light bulbs as they burn out with the new fluorescent ones that save energy.
- Recycle all paper, plastic, metal, and glass (do not recycle mirrors, broken window glass, pottery, crockery, or broken tools in the city's recycling bins).
- Do not recycle pizza boxes that are spotted with grease as they contaminate/spoil recycled paper.
- Open blinds/drapes during the day to let sunlight warm your house during the winter months and close them during the evenings to retain heat.
- Close the blinds/drapes during the day to keep the sun from warming your house during the summer.
- Turn your heat down to 64° during the day when you are gone and turn it back to 68° when you return.
- Put on a sweater/sweatshirt if you get chilled rather than turning up the heat.
- Close heating and air conditioning vents and doors to the rooms you don't use to save energy.
- Keep a running grocery list so that you are purchasing everything you need in one weekly trip to the store rather than making multiple trips.
- Try to conduct all of your errands (i.e., grocery, drug store, dry cleaning, etc.) in one trip to save on gasoline.
- Redo the weather stripping around windows and doors, if needed.
- Ask a representative from the power company come to your house to conduct an energy audit to get recommendations on how to save energy.
- Drive at the speed limit, not over, and save gasoline.
- Unplug appliances, lights, your computer, etc. because they use what's known as "phantom power" if left plugged in.
- If you live close to campus, walk to work and leave your car at home to save gasoline and get you into better physical shape.