



Sustainability Guide

Energy

- Turn off all faucets, lights, ovens, and appliances when not in use
- Keep air vents free of office supplies
- Set computer monitor settings to go into sleep mode after 30 minutes of inactivity
- Unplug personal electronics once charging is complete
- Utilize power strips
- Maintain refrigerator efficiency by keeping evaporator coils free of excessive frost and condenser coils free of dust
- Apply biannual HVAC maintenance to furnace and AC unit
 - Furnace
 - Remove debris and dust from drain area
 - Vacuum the blower
 - AC unit
 - Remove debris from outdoor fan

Pollution Prevention

- Use non-toxic cleaning supplies where applicable
- Recycle spent batteries, lightbulbs, and E waste in the proper container

Solid Waste

- **Compost**
 - When compost bins are returned to service, begin placing appropriate food waste in them
 - Make sure all plastic stickers and packaging has been removed
- **Donate**
 - Donate TerraCycle recyclables to Urban Roots
- **Recycle**
 - Dispose of bottles, cans, and paper in recycling bin
 - Take spent printer cartridges to Office Max/Office Depot for recycling
- **Reduce and Reuse**
 - Set computer to print double-sided when appropriate
 - Single-use drink containers not permitted; reusables only
 - Single-use dishware not permitted; reusables only
 - Buy in bulk when possible (sugar, tea, coffee, cleaning supplies, etc)

Transportation

- Carpool whenever possible to client appointments

Water and Wastewater

- Identify and mitigate any found leaks
- Install metal or plastic edging between the lawn and our driveway as a measure to help prevent water runoff