



## Employee checklist for "Resource Smart" actions in the workplace

Check off each action you do

### Energy Efficiency

#### *Lighting*

	Adjust lighting to your actual needs; use free "daylighting." This means turn off or dim your lights when daylight is adequate
	Replace incandescent lights with CFLs
	Turn off lights when they are not in use
	Use task lighting; instead of brightly lighting an entire room, focus the light where you need it, to directly illuminate work areas.
	Ensure outdoor lighting is off during the daytime

#### *Equipment*

	Be sure the "stand-by mode" function is activated. This automatic "sleep mode" saves energy and money when the equipment is not in use.
	Use a powerstrip to turn off computers, TV, stereos and appliances. This prevents the equipment from drawing electric current even when turned off.
	Unplug phone chargers when not being used
	Use a laptop computer instead of a desk-top system to save 80-90% in electrical cost
	Specify ENERGY STAR equipment when purchasing or negotiating a contract
	Do not leave the walk-in refrigerator door open when loading it. Install a plastic strip curtain over the entrance and save up to \$20 per refrigerator each year.
	Turn off all equipment every night — especially monitors and printers. Sleep mode will continue to draw a small amount of power.

#### *Space Heating*

	Use fans. Moving air can make a somewhat higher temperature feel comfortable to reduce the need for air-conditioning. Ceiling fans can be reversed in the winter, and on low speed will pull warmer air down from the ceiling.
	Adjust thermostat to 78° F in summer and 68° F in winter
	Control direct sun through windows. In summer, block direct heat gain from the sun shining through glass (especially east and west facing windows). In winter, unobstructed southern windows can contribute heat gain during the day, but should be covered at night.

### Water Conservation

	Report water leaks immediately. Post a hotline in bathrooms and kitchens to report leaks or water waste to facility managers or maintenance personnel.
	Scrape dishes rather than rinsing them before washing.

	Be sure your irrigation system is watering only the areas intended, with no water running onto walks, streets or down the gutter.
	Wash company vehicles at commercial car washers that recycle water.
	Wash company vehicles as needed rather than on a schedule. Stretch out the time in between washes.
	Run dishwasher only when full
	Don't leave water running while washing dishes or hands
	Look for products bearing the EPA WaterSense Label for items that been certified to save 20% or more without sacrificing performance.

## Waste Reduction

	Set your photocopiers and printers to print on both sides by default.
	Make computer files, not paper files when possible. Over the long run, electronic files save floor and file space. In most cases electronic documents are safer than paper.
	Reuse envelopes and send them through the mail again whenever possible
	Buy recycled toner cartridges, and send your spent toner cartridges to be recycled.
	Use reusable coffee mugs when buying coffee
	Invest in rechargeable batteries and battery chargers for digital cameras, flashlights, and other small devices
	Recycle corrugated cardboard, glass, plastic, metal cans, white paper, and mixed paper
	Buy recycled. Look for the type and the amount of recycled content in anything that you buy
	Buy only what you know you will use.
	Select products from suppliers and manufactures that use minimal packaging
	Reuse packing material whenever possible
	Purchase items in bulk with less packaging
	Use reusable plates, utensils and cups
	Use less toxic cleaning supplies, such as those certified by Greenseal™
	Compost food, rather than throwing away

## Transportation

	Consider alternative work schedules and telecommuting to reduce employee commuting
	Carpool, bike, walk or use mass transit when commuting to work
	Reduce business travel by increasing phone, video and web conferencing and training abilities
	To save gas, drive the speed limit, accelerate and decelerate slower, remove excess weight, reduce unnecessary idling and make sure tires are pumped up

## Worksite Wellness

	Eat healthy snacks, such as fruits and vegetables
	Take time for 30 or more minutes of physical activity most days of the week
	Get the recommended 8 hours of sleep a night
	Eat breakfast in the morning
	Take regular breaks during the day