

Tips For Making A GREEN Office

- Have indoor plants
- Bike racks for employees and clients
- Electric Vehicle parking
- Use non-toxic cleaners
- When renovating, remove carpet
- Have real silverware/cups/dishes instead of disposable
- Use bulk containers for Sugar/Salt/cream etc instead of individual packets
- Install warm air hand dryers instead of paper towels
- Think before you print - Print on both sides of paper when possible
- Low flow toilet
- Motion sensor lights
- Recycle your electronics
- Provide water fountain or water cooler
- Borrow instead of buy
- Visible recycle bins
- Display the yes and no's of recycling in office lunch rooms
- Purchase eco-friendly toilet paper
- Save on cooling costs in summer months by adding shades to windows
- Use passive heating and cooling
- For more ideas, visit <https://www.thebalancesmb.com/going-green-ideas-for-the-office-2948097>

Tips For Making A GREEN Home

- Do a Mass Save energy audit (masssave.com/en/saving/energy-assessments/virtual-assessments)
- Use reusable cloth instead of paper towels
- Houseplants that filter air such as spider or snake plants
- Use filtered water instead of bottled water (via Brita or install water filter)
- Use reusable water bottles
- Water barrel collection for garden
- Composting
- Make coffee at home to go
- Go Solar
- Energy efficient appliances (masssave.com/save/appliances)
- Reduce carbon footprint by shopping local
- Join a Community Supported Agriculture (CSA) or shop at local farmer's market
- Use reusable bags when shopping
- Turn off electrical appliances when not in use
- Turn off faucet when brushing teeth

