

Green Advice To Save Energy And Money

Waste is a worry in any workplace-wasted money, wasted energy, wasted resources. You can conserve all three without sacrificing efficiency, though. Start looking for areas where you can eliminate or cut back on resources, get more mileage from the supplies you have to use, and dispose of material without damaging the environment. Here are some practical, low-cost solutions to implement throughout your organization:

- **Buy in bulk.** Don't buy 10 one-pound bags of coffee if you can purchase one 10-pound bag. Buying in bulk reduces waste in the form of energy required to transport goods, and it cuts the amount of packaging to throwaway. You'll save on the price per pound, too.
- **Compact your garbage.** Break down boxes so they take less space in dumpsters – or recycling bins. You'll be able to reduce the number of trips needed to transport discarded items to their final destination.
- **Take a cool approach.** Choose offices where windows open, so you can take advantage of breezes and seasonal temperatures. Use fans instead of air conditioning as much as possible during warm weather.
- **Be smart with paper.** Photocopy on both sides, particularly for internal documents and drafts. Buy lightweight paper that eats up less energy in shipping. Choose recycled paper, and recycle the paper you use.
- **Control energy use.** Install thermostats that can be programmed to heat and cool your workplace at specific times of day. Motion detectors and timers can instruct lights to shut off when a workspace is empty. Unplug equipment and appliances when they're not going to be used to keep power usage to a minimum. Maintain your heating and air conditioning systems annually to keep them running efficiently.
- **Buy efficient computers.** Laptop computers are built to run on less power, and many laptops offer all the features of a desktop computer. Their portability also makes telecommuting easier.
- **Watch your light.** Simply installing blinds or shades on your windows can make a difference in how much light you use and how much heat or air conditioning you need. Energy-efficient light bulbs are another way to manage your electricity use more effectively. Consider putting in skylights for more natural lighting.

