

Greening the Office

Computers

- Turn off your monitor if you're not going to use it for more than 20 minutes.
- Use the smallest monitor that meets your needs.
- Turn off and unplug peripherals (printers, scanners, etc.) until you need to use them. A power strip helps with this.
- Flat panel monitors use only a third of the power of lcd monitors.
- Do not use screensavers. They're unnecessary and they use the monitor at full power.
- For administrators
 - Ask OLT to set library computer "power options" so that monitors turn off after 20 minutes and hard drives turn off after 30 minutes of inactivity.
 - Buy office equipment with the ENERGYSTAR logo.
 - Consider supplying employees with laptops instead of desktop computers as they use less energy.

Kill the Lights!

- Turn off your lights whenever you leave the room.
- Use task lighting instead of overheads when appropriate and turn off unnecessary lights.
- If you have a desk lamp, use compact fluorescent lights. They use 75% less energy than incandescent bulbs to create the same amount of light.
- For administrators:
 - Replace old fluorescent lights with more efficient models.
 - Clean bulbs, fixtures and reflective surfaces to increase the output of lights.
 - Install motion sensors to turn on (and off) lights in hallways, bathrooms and stacks areas.
 - Replace incandescent or fluorescent exit signs with LED signs.

Moderate temperature

Okay, we don't have a great deal of control over the temperatures in our buildings, but there are still some things we can do:

- Avoid turning on space heaters or fans by:
 - Dressing in layers.
 - Keeping an extra sweater and light-weight shirt in the office. (And maybe a pair of gloves!)
- Close exterior and freight doors as much as possible.
- In the summer, close blinds over external windows to shade the area from direct sunlight.
- For administrators:
 - Install tempered glass, solar screens or other shading devices on south and west facing windows.
 - Install ceiling fans on upper levels that can be turned on as needed.
 - Encourage campus leaders to overhaul the heating/cooling system.

Save a tree

- Print to both sides of the paper.
- Reuse paper printed on only one side - either to print another item or as scrap paper.
- Keep files on your computer rather than printing them off.
- Make documents available on the Intranet or email them rather than giving handouts at meetings.
- Use your word processing software to eliminate extra pages, by reducing margins or fonts on pages you need to print.
- Reuse boxes from deliveries.
- Recycle cardboard and paper when it can no longer be reused.
- For administrators:
 - Buy recycled paper with a high percentage of post-consumer content and a minimum of bleaching chemicals.
 - Buy printers and photocopiers capable of printing to both sides of the sheet.

Getting there green

- Think of ways to leave the car at home:
 - Walk or bicycle (a great way to energize yourself for the day)
 - Take the bus - it's free with your UofL ID.
- Or if/when that's not practical:
 - Carpool
 - Consider getting a hybrid car or scooter to save on gas.
- Take the stairs instead of the elevator. It takes 2.5 Wh of energy for each floor.
- For administrators:
 - Consider allowing employees to work from home one day a week if feasible.
 - Or, allowing employees to work 10 hours/day for 4 days.

Wearing of the green

- Buy used. Louisville has a bunch of really good consignment shops (Margaret's, Clothes Horse, Sugarbaker's, etc.) and even our Goodwills have some nice clothes.
- Buy classics. Rather than buying trendy or cheaply-made clothes, buy good quality, classic clothes that you could anticipate wearing ten years from now.
- Avoid clothes that need to be dry-cleaned. If you can't, make sure to find a cleaner who doesn't use perc (tetrachloroethylene) which is a known carcinogen.
- Buy organic. It takes 1/3 lb. of chemical fertilizers and pesticides to produce a single t-shirt.
- When you're done with your work duds, repurpose them:
 - Give to Goodwill or programs like the Center for Women and Children.
 - Freecycle it! Freecycle Louisville is a great place to hook up stuff with people who need it.

Do Lunch

- Bring your lunch in reusable containers.
- Keep a mug or glass at work for your coffee or water fix.
- Think about keeping a set of silverware at work for all those parties. You can wash them up real quick and you'll always have a fork when the cake is cut.
- Try to buy foods that have been produced locally.
- For devoted greenies:
 - Compost your leftovers.
 - Reduce your meat consumption. Meat is the most resource-intensive food. It takes 12,000 gallons of water to produce a single pound of beef.

Contribute to the Profession, Responsibly

- Communicate with your colleagues by email or phone or teleconferencing rather than driving or flying to see them.
- Write more articles. You can get your expertise out to the world without using a lot of gas.
- Keep your eyes open for new technologies.

Sources:

<http://www.treehugger.com/gogreen.php>

http://www.consumerenergycenter.org/tips/business_summer.html