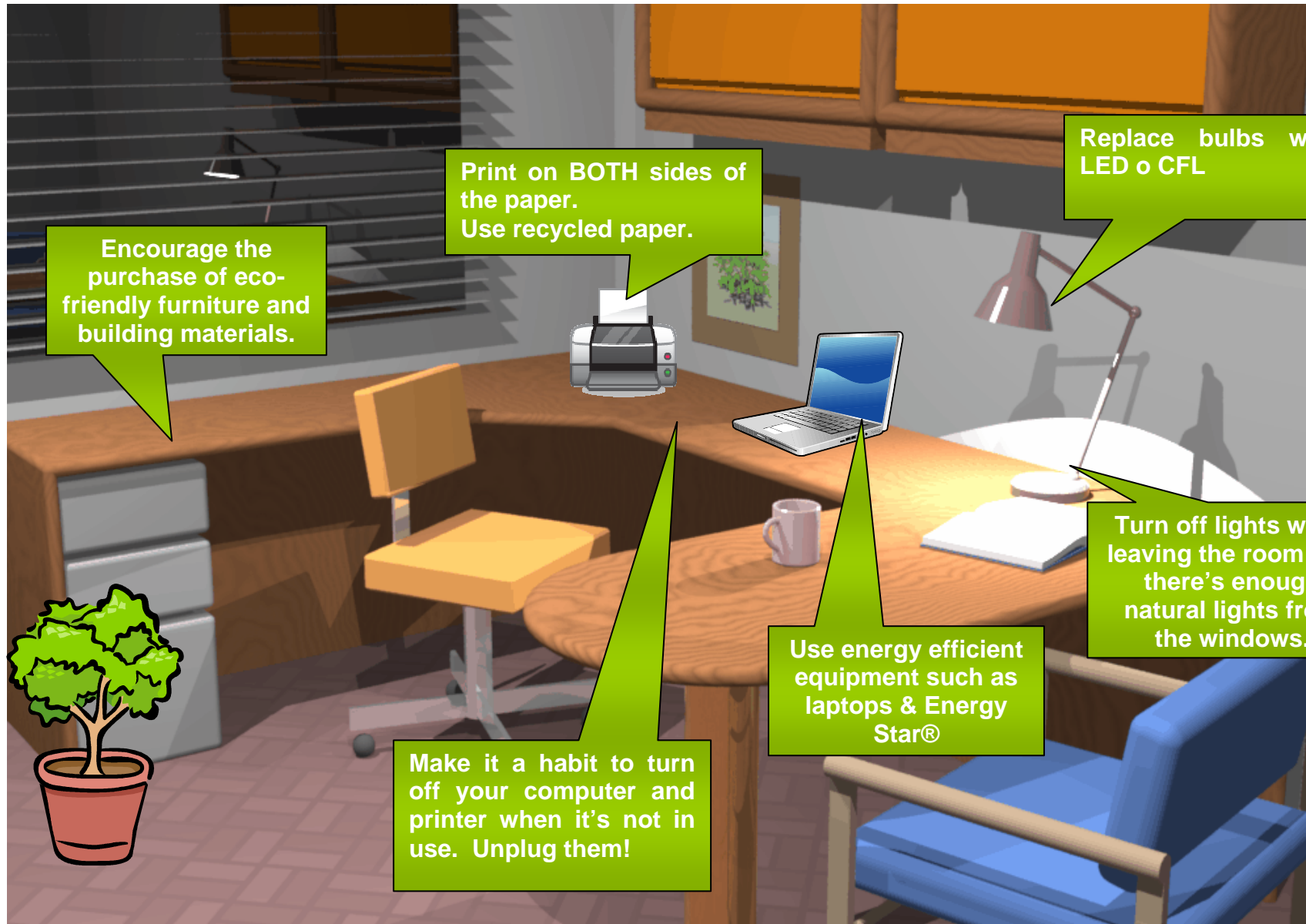


## THE GREEN OFFICE



### IDEAS for a GREEN OFFICE:

1. Use container for recollection of ink cartridges, cell phones, and batteries.
2. Use recycling bins for color and white PAPER, aluminum & Plastic.
3. Turn off AC if leaving the office for 1 hr or more. Or turn it off and wear light fabrics.
4. Bring your lunch instead of driving to a restaurant. Eliminate meat from your diet or eat less and local. Eat organic, whole and local food. Its environmental impact is a lot less.
5. Apaga las luces si vas a salir por más de 15 minutos.
6. Think twice before printing. Use email, preferably smaller than 500MB.
7. Join a carpool with coworker.
8. Avoid buying water bottles. Bring your own reusable bottle.
9. Bring plants to your office. They regulate humidity and absorb toxics from the air.
10. Encourage use of eco-friendly detergents and avoid anti-bacterial products. (UN WHO)