



**NU RECYCLING**

# THE SUSTAINABLE OFFICE CHECKLIST

## Energy

- Have I talked with colleagues about turning off lights and computers?
- Do I turn off my computer and lights every night or when I am gone for a long period of time?
- Have I checked to see if we are using energy efficient light bulbs in task lighting?
- Have I enabled energy-saving features on my computer and disabled the screensaver?
- Am I unplugging unneeded equipment, charges and appliances at the end of the day?
- Has my department looked into plug control technology?
- Have I instituted a carpool in my department/building?

## Materials

- Are all the printers printing two-sided?
- Have I changed the margins on my documents?
- Are brochures, etc. printed on recycled-content paper?
- Is my department buying recycled products?
- Am I using a reusable instead of disposable coffee cup or water bottle?

## Recycle and Reuse

- Are we buying reusables as opposed to disposables?
- Does everyone have their at-desk containers?
- Are there locations where recycling bins are needed?
- Am I reporting problems/needs to custodial staff or NU Recycling?
- Are there sufficient containers in the mail rooms for junk mail/catalogs?
- Does everyone know where to find the do's and don'ts of recycling?  
([www.northwestern.edu/fm/operations/recycling/](http://www.northwestern.edu/fm/operations/recycling/))
- Are shipping boxes being recycled?
- Are computers and laser/ink cartridges being recycled?
- Are items which are no longer needed but usable shared with colleagues/other departments and/or listed on the Surplus Exchange Site?

## Events

- Are recycling bins available in the room where the lunch/party/event is happening?
- Are we serving in recyclable containers?
- Are we minimizing waste by buying/serving in bulk vs. individual containers (platter of sandwiches vs. box lunch, one larger container of creamer vs. individual packets, etc.)?
- Are give-aways or promotional items something people will actually use?