



**UH Office of Sustainability's**

# Green Office Guide

## Marketing and Communication

- Offices, Meeting spaces and copy rooms are supplied with trash AND blue recycling bins
- Standard UH Recycling is mounted above common space recycling bins and on the notice board
- Review proper recycling practices at recent staff meeting or through an office email to ensure awareness

## Purchasing and Education

- Purchase environmentally friendly products such as recycled paper
- Purchase products with minimal packaging and buy in bulk when appropriate
- Bring natural elements into our workspace
- Host the Office of Sustainability for a recycling and Sustainability training

## Energy and Water

- Use energy efficient settings for computers, printers, copiers and other devices
- All of the office thermostats are kept within the recommended range of 68- 74 Fahrenheit during the day
- Use networked printers that are on econ or sleep mode when not in use and are turned of at the end of the day

