



Non-residential buildings account for 47% of all the damaging greenhouse gas emissions in NYC and possess great potential to shrink our eco-footprints. Whether you're an office worker, small business owner, skilled tradesperson, or CEO, you can lower your impact and simultaneously raise your company's bottom line. Below are steps you can take at the office to save energy, reduce waste, and make a positive contribution toward a more sustainable NYC.

USE NATURAL LIGHT

Take advantage of natural light when possible; this allows you to keep lights turned off and avoid unnecessary energy use. Turn off lights when you leave a room, install motion detector sensors, and replace lightbulbs with energy efficient T5 or T8 bulbs.

THINK BEFORE YOU PRINT

Paper accounts for 72% of the waste stream. When possible, go paperless – save, transfer, and reference files electronically. To learn more about reducing paper waste, [visit NYCWasteLe\\$\\$](#).

PRINT WISELY

If you must use paper, make sure to copy and print on both sides. Stock your office with recycled and chlorine-free paper. Re-purpose used sheets into scrap paper or shred it to serve as packing material.

SHUT DOWN YOUR COMPUTER

Shut down your computer and monitor at the end of the day, when you are out to lunch or away from your desk to reduce your annual computer-related energy consumption by up to 80%. For short periods of time, reduce energy use by activating the sleep mode.

TURN OFF ELECTRONICS

Turn off printers, copiers, and other office electronics at the end of the work day. Even when not in use, electronics drain immense amounts of energy. Plug them into power strips and have the last person to leave at night turn off the strips. This simple step saves energy and money.

RE-EVALUATE BUSINESS TRAVEL

Take the train, bus, or subway instead of renting a car for business travel. Encourage your office to invest in videoconferencing and other technological solutions that can reduce employee travel.



TALK TO YOUR OFFICE MANAGER

Don't be a stranger. Talk to your office manager about ways your office can be greener by providing recycling bins, using refillable printer cartridges, purchasing green office supplies, and other actions.

LITERALLY, GREEN THE OFFICE

Bring in plants. They absorb indoor pollution, increase the flow of oxygen and brighten the workspace. [*Read about recommendations.*](#)