

Green Tips For Your Business

- **Switch light bulbs to CFLs** - Switching from traditional light bulbs to Compact Fluorescent Light bulbs (CFLs) is a cost-effective way to reduce your energy use. CFLs will last 10 times as long and can save you up to 25% on your monthly electricity bill.
- **Turn off electronics** - Turn off printers, copiers, and other office electronics at the end of the work day. Turning off your computer when you leave the office can reduce your annual computer-related energy consumption by up to 80%. For short periods of time, reduce energy use by activating the sleep mode.
- **Reduce, reuse, and recycle** - Provide readily available recycling bins throughout the office. Paper accounts for 72% of the waste stream. When possible, save, transfer, and reference files electronically. If you must use paper, copy and print on both sides and stock the office with recycled and chlorine-free paper. Re-purpose used sheets into scrap paper or shred it to serve as packing material.
- **Use Energy Star appliances** - ENERGY STAR® appliances use 10-50% less energy and water than traditional appliances. Check out energystar.gov to find refrigerators, dishwashers, and other appliances that meet ENERGY STAR® standards.
- **Sign up for Green Power** - If 10% of New Yorkers purchased pollution-free electricity, it would prevent three billion pounds of CO₂ every year from reaching the atmosphere.
- **Use power strips** - 75% of the electricity used to power a home's electronics is consumed while electronics are plugged in, but turned off. Plug electronics into power strips and have the last person to leave at night turn off the strips to save energy and money.
- **Reduce your use of plastic bottles** - Local tap water is pure, clean, refreshing, and calorie-free. Using local tap water is better for the environment and your wallet than plastic water bottles.
- **Use green cleaning products** - Cleaning products can contain toxic chemicals that damage the environment, irritate eyes and skin, and cause health problems. Green cleaning products clean just as effectively without these risks.
- **Use public transportation** - Take the bus instead of a car and encourage your staff to invest in video-conferencing and other technological solutions to reduce employee travel.
- **Arrange for an energy audit** - A typical office can save money and reduce annual energy use by doing a simple building audit.

*Provided by the Central New York Regional Planning and Development Board
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