



10 WAYS TO GREEN YOUR OFFICE

Reduce Energy & Waste

- 1** Turn off your office lights, printers, computer monitors and other electronics when out of the office. Use a power strip to turn off multiple electronics.
- 2** Follow the University's [Recycling Guidelines](#) for mixed recycling.
- 3** Distribute fresh leftover food rather than throwing it away (e.g. in the building or through the Free Food listserv: freefood@princeton.edu).
- 4** Think before you print. Always print documents double-sided, and if possible, set your printer to default to double-sided printing.

Serve Sustainable Food

- 5** Purchase local, sustainable and/or organic food. For options, check the [Sustainable Catering](#) list and the [Green Your Event](#) checklist.
- 6** Request eco-friendly dining products and utensils from caterers (e.g. certified biodegradable or recycled-content).
- 7** Use [Drink Local](#) filtered water station(s) or other tap sources instead of bottled water. Order water in pitchers for events.

Purchase Green Office Products

- 8** Order environmentally preferable products in Prime's MarketPlace. Look for "Green" and "Recycled Goods" icons in the search bar/product description.
- 9** Before purchasing new office furniture or equipment, consider used items from the [University Surplus](#), free for all University Departments.

Green Your Commute

- 10** Take advantage of Princeton's transportation incentives for mass transit, van/ carpooling and car sharing through the [Transportation Demand Management \(TDM\)](#) program.