



TAYLOR MADE MEDIA

Tips for a Green and Healthy Office

Office Waste

1. Use 100% post-consumer recycled & FSC-certified paper
2. Provide blue boxes for each employee
3. Turn off computers at the end of the day
4. Install energy efficient lighting
5. Recycle toner and ink cartridges
6. Make double-sided copies
7. Use refillable pens and pencils
8. Have a water filter
9. Turn off unnecessary lights
10. Re-use envelopes

Office Space

1. Have lots of green plants; use only organic nutrients
2. Improve air quality with a purifier
3. Use gentle aromatherapy scents
4. Eliminate noise and provide earplugs
5. Let natural light in
6. Use non-toxic cleaning supplies
7. Weatherproof the office
8. Decorate with natural materials & fibres
9. Hang art & photography by local artists, children or employees
10. Eliminate clutter; reduce stress

Community

1. Volunteerism & team-build through community activities
2. Purchase green office products
3. Set up a community bulletin board
4. Encourage staff events
5. Donate to local charities
6. Enlist bike couriers for local deliveries
7. Collect food & clothes to donate
8. Give old magazines to the library
9. Organize & celebrate monthly community heroes
10. Register with the CCSR or Sustainability Purchasing Network



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Kitchen

1. Use EnergyStar appliances
2. Avoid paper towels; use dishcloths
3. Provide re-usable dishes & cutlery
4. Use non-disposable coffee filters
5. Set up an office compost
6. Drink ethically farmed, organic coffee
7. Let dishes in the dishwasher air dry
8. Provide Tupperware for leftovers
9. Install low-flow faucets
10. Boil water with electric kettles

Commute

1. Subsidize transit users
2. Install a bike rack
3. Organize a car-pool
4. Post popular bus-routes
5. Utilize teleconferencing

Health

1. Post the Canada Food Guide
2. Reinforce staff breaks
3. Encourage regular stretching & walking
4. Ensure workstations are ergonomically correct
5. Register for charity sporting events