Greening Office your

turn it IN

- **Paper, plastic, cans, glass** | Use campus recycling bins for recyclable items. Contact 292-1528 (recycle@osu.edu) if you need recycling bins.
- **Food waste** | Start a compost project in your break area. Bring in a countertop compost container and encourage colleagues to add compostable materials. Not sure how to compost? Get the details from an Ohio State Extension fact sheet, "Composting at Home" (http://ohioline.osu.edu/hyg-fact/1000/1189.html).

turn it DOWN

- **Transportation** | Walk, bike, carpool, and use public transportation whenever possible. On days when you need a vehicle, use a low-emissions vehicle through Ohio State's car-sharing program (http://www.tp.osu.edu/carsharing/).
- **Temperature** | Keep office and academic spaces at 76°F during cooling season and 70°F during heating season. Contact service2facilities at 292-HELP to report energy issues.

turn it OFF

- **Lights** | Does your workspace have a window? Turn on lights only when necessary and turn them off when the space isn't in use, particularly at night and on weekends.
- **Computers and office equipment** | Turn off computers, fax machines, printers, copiers, and window air conditioners when not in use. Better yet, plug all desktop equipment into a power strip and turn it off at the end of each day to eliminate stand-by power consumption.

turn it OVER

- **Printing** | Ask if your office participates in UniPrint's Printer Cost Management service (http://uniprint.osu.edu/printman/) that uses soy-based toner whenever possible. Print only when necessary, making double-sided copies and using only recycled paper.
- **Kitchenware** | Use standard dinnerware and cutlery in employee lunchrooms. Eliminate the use of paper plates and plastic ware.
- **Above & Beyond** | Recycle batteries, cell phones, compact fluorescent light bulbs, and ink & toner cartridges by establishing a monthly collection day and organizing volunteers to transport to nearby recycling centers. Contact recycle@osu.edu for assistance.