

# Painless Green for Your Business

## 52 steps for your business to “be green” in one year - (1- 26)

WEEK 1 - Turn off lights and equipment when not in use. Use “off” at a power strip and make sure phone chargers are unplugged when not charging.

WEEK 2 - Use washable and reusable coffee mugs, water glasses and water bottles. If using a dishwasher, make sure to run a full load and air or towel dry.

WEEK 3 - When buying new or replacement equipment, make sure it is EnergyStar rated. Google “ENERGY STAR for Small Business” and get great info on how your small business can save money.

WEEK 4 - Close blinds in the summer to keep the heat out and use ceiling fans to move the air. In the winter, leave blinds open on the sunny side of the building during the day to let the heat in. Close blinds before you leave work to keep the heat in.

WEEK 5 - Buy electricity as wind power – “Pure and Simple” from Edmond Electric.

WEEK 6 - If your work area is controlled by a thermostat, keep office temperatures at 71 degrees in the winter and at 74 degrees in the summer.

WEEK 7 - Check weather stripping and caulk on doors and windows. Repair if needed.

WEEK 8 - Start changing incandescent light bulbs with compact fluorescent light (CFL) bulbs.

WEEK 9 - Clean or replace heating and air conditioning air filters on a regular basis.

WEEK 10 - Set back thermostats when leaving the building for the day or weekend.

WEEK 11 - Make sure that all heating and air conditioning registers or vents are clear of drapes, desks, plants, and boxes.

WEEK 12 - Have an energy audit. Contact Bob Corff at Edmond Electric to schedule one today (phone: 405-216-7660).

WEEK 13 - Recycle all printer and toner cartridges. They can be taken to Office Depot or sent directly back to the company through a prepaid envelope.

WEEK 14 - Identify leaks in the building’s plumbing and get them fixed.

WEEK 15 - Set water heater temperature to 125 degrees Fahrenheit.

WEEK 16 - Check outside lighting and only utilize what is necessary.

WEEK 17 - Start taking recycling home and utilize curb side recycling.

WEEK 18 - Bike to work one day a week or ride to work with a friend.

WEEK 19- Start using recycled paper for general printing and print both sides.

WEEK 20 - Utilize real metal forks, spoons, knives and plates instead of plastic and paper table settings.

WEEK 21 - Take a hard look at your business processes and see where waste can be eliminated. Ask others in your company to help look. Another set of eyes always adds a perspective. What items do you now throw away that another business in Edmond might be able to utilize? Pallets, boxes...? (Check out the Chamber’s Trash-to-Treasure web site at [www.edmondchamber.com](http://www.edmondchamber.com).) See week 29.

WEEK 22 - Find out if any of your raw materials or supplies can be acquired locally to save cost of transportation.

WEEK 23- Take the stairs instead of the elevator.

WEEK 24 - Finish replacing incandescent light bulbs with compact fluorescent light (CFL) bulbs.

WEEK 25 - Dress appropriately for weather or in layers.

WEEK 26 - Bring your lunch to work one day this week.



Be sure to check out the “Green Savings Tip” in the *Edmond Life & Leisure*. The column will run every other week and expound on two tips from this list so your business can follow along through the year! Find the benefits and tips to help your business “go green” and save green!



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## 52 steps for your business to “be green” in one year - (27 - 52)

WEEK 27 Ask employees to dress warmer instead of using a space heater.

WEEK 28 Combine business travel to include more or one purpose - ie. going to the post office and making a customer call in the same outing.

WEEK 29 Provide the Chamber’s “Trash-to-Treasure” program a list of surplus items you have or items you may routinely throw away that another business might utilize. Review the “Trash-to-Treasure” list for items your company might need.

WEEK 30 Plant a tree to shade your building on the south or west.

WEEK 31 Have the heating and air conditioning system serviced.

WEEK 32 Start utilizing electronic files instead of printing and using paper filing.

WEEK 33 Email coworkers instead of printing to distribute information.

WEEK 34 Buy rechargeable batteries for office equipment that need batteries and recycle the batteries on hand as they power out.

WEEK 35 Create a car pool network with neighboring businesses.

WEEK 36 Make sure company cars have properly inflated tires and are well tuned.

WEEK 37 Ask that your company be removed from mailing lists for unwanted newsletters, catalogs, etc.

WEEK 38 Recycle paper wastes. Put a box in each person’s office or cubical and by the copier/printer to collect paper to recycle.

WEEK 39 Insulate hot water piping.

WEEK 40 Utilize low-flow water fixtures in facilities; place restrictors on faucets; change toilets to low-flush.

WEEK 41 Clean light bulbs, lenses and reflective surfaces of lighting sources once a year, this will help maintain their light output. If lenses are yellowed replace them.

WEEK 42 Use natural lighting where and when possible.

WEEK 43 Consider ceiling fans as a way to provide air movement to feel cooler in the summer.

WEEK 44 Place outside lighting on photocell sensor or timers.

WEEK 45 Put up a window film in the summer on sunny side windows.

WEEK 46 In older buildings, place gaskets behind perimeter wall electrical outlets and switch cover plates.

WEEK 47 Replace anymore light bulbs that haven’t been changed to a compact fluorescent light bulb.

WEEK 48 Encourage your employees to implement green practices in their homes.

WEEK 49 Stop purchasing bottled water. Instead use washable water bottles and drink tap water.

WEEK 50 Have a “recycle week” and ask employees or customers to bring in batteries, cell phones, electronics or other items to recycle.

WEEK 51 If you use paper or plastic bags in your business, encourage customers to start bringing their own cloth bags to take their items home. Also encourage your employees to do the same when they go shopping.

WEEK 52 Do a self audit of your business using this check list to see how you have saved money, energy and reduced your carbon footprint.