

Business Conservation Ideas

1. Reduce wasted energy. Turn lights and office equipment, including computers, off at the end of the day.
2. Install occupancy sensors to automatically turn lights off in rest rooms, storage rooms, and janitor's closets.
3. Ask yourself if you really need that hard copy or as many copies as you are making. For the copies you do make, use two-sided copies to save paper.
4. Buy recycled paper and other office supplies. Try to buy products made locally. Not only will it save on fuel used for long distance shipping, but it will support local companies.
5. Have printer cartridges refilled if possible. If that is not an option, recycle your empty cartridges. Don't just throw them away.
6. Also, don't throw old equipment away. There are services that will refurbish old equipment and give it a new home. Some of those services are charities that will take the old equipment for free. Other commercial companies charge a fee. Check with the charities, you may be eligible for a tax deduction.
7. Check with your electric utility to see if they have rebate programs for upgrading inefficient lighting, heating, or air conditioning equipment with more efficient models. There may also be tax incentives for this purpose. Check with your tax consultant.
8. Make sure your office heating and cooling systems are maintained regularly at peak efficiency.
9. Save water. Have leaky plumbing fixtures fixed promptly. Use landscape materials with low water requirements and don't over-water.
10. If your company has a fleet of cars, consider replacing old vehicles with Hybrids. The savings in fuel will help offset the slightly higher cost.
11. For employees who drive their own cars to work, check into mass transit subsidies, carpool plans, or install bicycle racks in protected areas at work.
12. Also consider telecommuting or four-day work weeks to reduce the amount of driving to work each week.
13. Use conference calls or teleconferencing rather than forcing attendees to travel to meetings and conferences.
14. Get involved with others who share your interest in "Going Green". Check with your local Chamber of Commerce for "Green" committees promoting new ideas.
15. Share your ideas and experiences with associates, suppliers, clients, and customers. A positive, proactive message is as helpful to the bottom line as it is to our Planet.