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**From the Website****Green office punchlist**[sustainability.aiga.org/sus\\_practices](http://sustainability.aiga.org/sus_practices)

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There are numerous ways to curb the ecological footprint of day-to-day business operations. This document encapsulates some of the possibilities, please consult the CFSD website for details.

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**Facilities**

In order to determine how AIGA could improve its own practices, it hired an engineer active in the Green Building Council to conduct an assessment. His recommendations included the following.

*Procure less hazardous cleaning and maintenance supplies*

Inventory chemical products used by both the staff and contract cleaning services; make sure they are all necessary; then seeking alternative products with less hazardous ingredients (possible by requesting a Materials Safety Data Sheet for products).

*Increase waste recycling*

In addition to your own office practice, investigate ways to better integrate those with building and/or municipal collection.

*Conserve water*

Install low flow bathroom fixtures and replace bottled water with filtered potable municipal water.

*Improve mechanical system performances*

Make improvements to your building, particularly by making windows airtight. Many states have state agencies responsible for energy research and development that will undertake an energy audit for a fee. When evaluating older and less energy-efficient HVAC systems, consider waiting until the energy consumed in building, shipping and installing a new unit is greater than the difference in the efficiency of that unit over the remaining lifetime of the existing unit.

*Purchase green electricity*

Investigate wind-power offsets for all electric use onsite. This involves purchasing offset amounts that the local utility must add to the energy grid equivalent to the amount of electricity you use.

*Get on the roof*

Installation of a green roof will provide some CO<sub>2</sub> conversion, reducing heat gain in the summer and heat loss in the winter. Solar panels perform similar function and generate electricity at the same time. Rooftop solar water heaters can assist tremendously with hot water needs.

*Replace incandescent bulbs with compact fluorescents*

Duh. However, it should be noted that fluorescents contain mercury and recycling them is currently problematic. Some people are holding back until this is rectified, others are watching developments in LED lighting systems in the hopes of even more dramatic lighting improvements.

*Utilize low toxicity construction materials*

When remodeling or painting, use materials with low VOC content and Forest Stewardship Council (FSC) certification. [http://sustainability.aiga.org/sus\\_definition](http://sustainability.aiga.org/sus_definition)

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**Operations**

*Reduce overall paper consumption*

To reduce paper consumption, develop more comprehensive and systematic digital files for record-keeping, require two-sided printing for in-house materials; and encouraging electronic communication over print communication.

*Use recycled and/or tree-free paper*

Select either a 100 percent post-consumer waste (PCW), processed chlorine free (PCF), uncoated, FSC certified sheet made with renewable energy (i.e., wind, geothermal, solar, etc.) or a treeless paper made with bamboo, hemp and/or kenaf (if readily available locally).

*Use remanufactured toner cartridges*

Remanufactured toner cartridges reduce the energy use and waste requirements created by new ones and can normally be acquired for 20 to 40 percent less than the cost of a new cartridge.

*Make conferences green*

When organizing events, consider the following practices: favor green hotels; require conference facilities to provide their environmental policies and practices in their site proposals; emphasize electronic communication over print; minimize print materials in program packets; minimize disposal materials used in the conference (to include reducing the use of disposable cups, plates, etc.); and maximize waste recycling. Use bags that are biodegradable and organic name badge envelopes, whenever possible.

*Dispose responsibly*

Get as much use as possible from office equipment and computers, but when they must be disposed of, consider ecologically-responsible disposal services.

*Get audited*

Commission a REP report or on-site inspection.

*Keep going*

Provide ideas for additional CFSD punchlists.

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**Personal**

*Check your weight*

The only way to know whether or not you are making improvements is to measure progress. In addition to auditing your business operations, consult a carbon calculator to determine your own carbon footprint.