

The Student Centers Green Office Guide





The Student Centers Green Office Guide

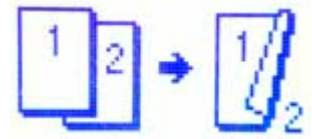
With your help, we can help reach UIC's goal of reducing greenhouse gas emissions from [2004 levels by 40% in 2030 and by at least 80% in 2050](#) while using fewer materials and producing less waste.

Recycling & Waste Reduction

- Plastic bags, batteries, and writing instruments can be recycled on the first floor next to the Halsted Station at Student Center East and on the first floor by the Building Management Office at Student Center West.
- Make sure you have proper signage identifying your recycling bins
http://sustainability.uic.edu/campus_resources/recycling_wastep_minimization/#RecyclableMaterials
- Present proper recycling practices at staff meetings in **September** and **January** every year to make sure everyone is updated (description on the next page)
- Include recycling protocol in staff orientation
- If we don't recycle it at UIC, find a location that you can at www.call2recycle.org
- Bring your own mug or bottle to coffee vendors on campus for coffee to lessen plastic cups and Styrofoam waste. Dunkin Donuts allows people to bring their own mugs!
- Buy a reusable cloth UIC bag at the bookstore to cut on plastic bag waste. Go Flames!
- Did you know that there are stricter water quality standards in place for tap water than there is for bottled water? Drink from tap and use your own mug whenever possible
- If you have a coffee machine in your office suite or break room, buy recyclable products or reuse your own coffee cup to cut on waste. Avoid Styrofoam or number 6 plastics because they are not recycled.
- Have a mug painting hour; you can get cheap mugs from thrift stores for reuse in the office.
- Cut down on unneeded packaging. For example, share milk and cream for coffee instead of using individual cream or creamer packets; use spoons for stirring, instead of disposable stirrers
- Donate and receive free office supplies from the Office of Sustainability's UIC Free Store. For more information on eligible material visit <https://sustainability.uic.edu/campus-resources/recycling-waste-minimization/#GreatStuffExchange>
- Before purchasing office furniture such as file cabinets, desks, etc., check to see if Facilities Maintenance Operations has any surplus items.

Paperless Office

- Encourage staff to only print essential documents and email whenever possible
- Start an Interoffice Envelope Reuse Bin
- Many offices get unneeded mail and advertisements every day that ends up contributing to paper waste at UIC. Start a bin to throw in mail that you do not want to be subscribe to have someone call to take you off their mailing list and be put on their email list if necessary.
- Switch your printer setting to “Draft” or “Fast” mode for any non-final documents, to uses less ink
- Ask patrons or customers if you can provide emailed receipts or confirmations instead of **printed** (if applicable)
- Always print on both sides if you need to print to cut paper costs in half! Set computer defaults to print double-sided.
- Print only the pages you need. If only a few pages of the document are needed, print only those pages instead of the whole report.
- Share or email power points for presentations for viewers! Promote a "think before you copy" attitude. Consider sharing some documents with co-workers. Print only the number of copies needed for the meeting, don't make extras.
- Give it a second chance: Designate a bin for used paper printed on only one side in your fax machine, for draft copies or internal documents, or as scratch paper.



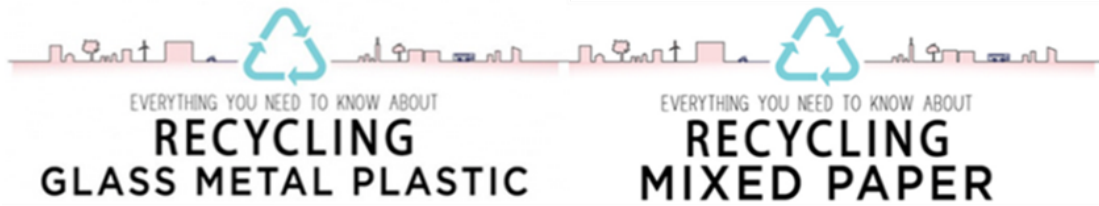
Go Electronic!!!

- Route memos and newsletters that employees should see, but do not need to keep.
- Use revision features in word processing software. You can edit documents on screen instead of printing out drafts and making handp written comments.
- Send information electronically. Use ep mails instead of fax or mailed letters when possible. It's faster.
- Fit more words onto each page (e.g., smaller font, narrower margins). Simply changing the default margins from 1.25" to 1" can reduce the amount of paper you use by up to 8%. Use a spacep efficient font like Times New Roman.
- Create an electronic filing system for quick, easy retrieval.

- **How Recycling works at UIC Student Centers**

Each office should have a sevenp gallon recycling container. If you do not have a recycling bin in your office please contact studentcenters@uic.edu Outside of your office or in the common halls should be a larger blue trash station receptacle. The larger receptacle should have three slots labeled “Plastic, Glass, and Metal” (i.e. bottles and cans), one for paper products, and the last one for landfill.

Faculty, staff, and student staff members are expected to put to place their recycling bins outside their offices at the end of every business day on Fridays, for collector pick up over the weekend. **Desk side recycling is paper only for plastic/metal recycling please find the nearest hallway receptacle labeled appropriately.** If your bin becomes full before then, please empty your bin in the larger hallway receptacles as needed. Cardboard should be flattened and placed behind or left next to the hallway bins. For example, paper boxes or boxes covered with minimum food waste (e.g. pizza box) can also be recycled. Below is a list of acceptable materials.



Acceptable Materials

- Aluminum Cans
- Steel Cans
- Plastic Bottles
- Glass Beverage Bottles
- Aluminum Foil (not heavily soiled)
- Juice Boxes

Unacceptable Materials

- Lots of liquids in Bottles
- Styrofoam Cups and Packing
- Drinking Glasses
- Broken Glass
- Plastic Cutlery

***Plastic bags must be put in a separate bin as they "gunk up" the machines at the recycling facility. If you need a box to put them in contact** studentcentered@uic.edu

Acceptable Papers

- White and Colored Paper
- Glossy Paper
- Envelopes, including Window
- Newspapers and Magazines
- Copy-Paper Ream Wrappers
- Post-it Notes
- Tissue boxes
- Hard-Bound Books
- Milk Cartons

No Need to Remove Paper Clips, Staples or Rubber Bands!

Unacceptable Papers

- Food and Food Wrappers
- Styrofoam and Paper Cups
- Tissue Paper and Paper Towels
- Plastic Bags
- Photographic Paper
- Coated Fax Paper
- Plastic-Coated Paper (laminated)

Energy

- Set your computers to the energy saving setting. In addition, make sure you direct staff to shut their computers off at the end of the day
- Purchase Energy Star appliances to reduce on energy and increase efficiency
- Make sure you turn off all lights when leaving the office temporarily or at the end of the day
- Encourage your staff to open drapes or blinds and maximize the natural light and reduce the need for electrical lighting
- Enable sleep mode (automatic shutp off after five minutes or less of inactivity) on all networked copiers/printers.
- Take the stairs versus the elevator to help wake you up in the morning and have a small work out!
- Skip the screen savers to save on energy

Green Facts

- Turning off personal lights and relying on overhead and natural lighting can save almost 200Kwh per light per year, or nearly \$30.
- Putting your computer and monitor on energy saving modes and turning them off at night can save 172 Kwh a year (about \$250).
- Despite common belief, a screen saver does not save energy. In fact, more often than not, screen savers will not only draw power for the monitor but certain types will also keep the CPU from shutting down.

Transit

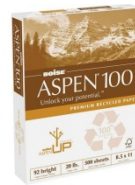
- Start an office carp pooling program: this can help reduce carbon emissions and build office relationships!
- Taking public transit can save money, reduce carbon emissions, and free up time for you to concentrate on reading or something else instead of the stress of driving.
- Biking to work is a healthy alternative that help reduce pollution. The Student Centers has bike racks and repair/pumping stations! Check out the city of Chicago's bike map to find the paths nearest you! Or use google maps bike options



http://chicagocompletestreets.org/wpp_content/uploads/2014/06/Chicagop_Bikep_Mapp_2014.pdf

Green Office Products

- Buy recycled products/paper whenever possible
- Donate and use the office of sustainability's great stuff room for used office supplies
- Use your computers electronic post it note program whenever possible if you need to buy post its buy recycled ones!
- Buy soy based ink, as regular ink is more toxic to the environment
- Vist the <http://www.thegreenoffice.com/> for green office products!



Appliances-

- Buy energy star appliances that will last longer, be more effect, and reduce energy need. For more information on energy star appliances check out this link ☺

<https://www.energystar.gov/products/certified-products/detail/imaging-equipment>

- Don't allow for personal printers so people will print less
- Purchase double sided printers to save on paper cost
- Switch lighting to compact fluorescent or LED lighting if you have lamps or other lighting to reduce electricity usages by up to 10 times.

Kitchen

Reduce your environmental footprint by purchasing green products for your office's kitchen.

Dishwashing Soaps: Look for **biodegradable, non-toxic, petroleum free.** *7th Generation *Green Works



Make sure your cupboards have plenty of **reusable dishware: mugs, plates and silverware.** (Yard Sales and Goodwill are great places to pick up a few extra.

Try using washable dishtowels instead of paper towels. If you use paper towels or napkins, make sure they are **unbleached** and have **high recycled content** :*Seventh Generation *Marcal

For a Green Events Guide visit

<https://sustainability.uic.edu/campus-resources/green-event-guides/>



Office Plants

NASA has compiled a list of the best indoor plants to increase oxygen and filter out pollution from the air. Decorating offices, dorms and homes with a combination of these plants will lead to a more healthy, pleasant, and productive work day.

Gerbera Daisy

Snake Plant

Chinese Evergreen

English Ivy

Spider Plant

Peace Lily

Bamboo Palm

