

Actions Related to Sustainability – Department-wide, clients, and staff

This exercise should be used to help brainstorm linkages between large-scale objectives like *consume less*, and the means to achieve that end.

The office has already undertaken a number of initiatives. These are listed under Current Actions. What else can we do?

Project Area	Identify Current Actions	Future Projects (Identify as short, medium, or long term)
Ultimate Objective		
<i>Means to achieve the ultimate objective</i>	<i>List current practices that help achieve this goal</i>	<i>List future practices that would help achieve this goal if implemented</i>
Consume Less – What do we consume		
Reduce amount of paper used	Use KRONOS rather than bi-monthly payroll printouts “News to the Cubes” distributed electronically	Email paycheck stubs rather than printing and distributing (B. Rose) Monthly budget reports printed to PDF and emailed rather than printed on paper (Susan C.)
Purchase materials with little packaging waste		
Generate less waste – What do we throw away that could be recycled or reused		
Give preference to products that are durable and reusable		
Make recycling easy	Recycle bins located at desks – picked up by janitorial staff	
Recycle everything that we can	Information distributed about what can go in out recycling	Separate collection location for batteries, lights, and other

(Charlotte)	containers	items –(Kathleen)
Reuse materials	Scrap paper reused in office for note taking	
Conserve energy – What is using electricity even when it isn't being used		
Eliminate power draw when possible		Use timers for printers (Rita)
Use energy cost reduction measures		
Use efficient and appropriate lighting		Use efficient desk lamps rather than overhead ballasts for majority of the workday (Rita)
Use green building design		
Use and maintain appropriate building operating systems to maintain indoor conditions		Rebalance HVAC system (Dawn, Barb)
Conserve water - What do we use water for		
Reduce amount of water that goes into the drain		Install low flow faucets (Andrew) Use grey water systems if possible (Andrew)

Lower transportation impacts (fuels, trips, etc.)		
Reduce single occupancy vehicle trips		
Reduce CO2 emissions		
Reduce dependency on oil		
Support sustainable markets		
Eco-friendly purchasing		Purchase post consumer content paper for in-house printing (Leanne)
Purchase items produced locally		
Use durable and sustainable products		
Reduce toxins and pollution		
Improve indoor air quality		
Reduce amount of toxins that end up in the natural environment		

Change the way people act		
Develop outreach and education		
Reform policies and plans to reflect sustainability		
Develop/reform programs to reflect sustainability		
Encourage healthy and sustainable living		
Eat more fruit and vegetables		
Encourage walking / Increased physical activity		
Eat less meat / processed food		
Provide services that balance economic, environmental and social costs with the benefits		
Evaluate programs, projects, etc. in terms of all costs and benefits		

Other		
Other		