

## Ten Tips Everyone Can Do – At Home



- 1. Buy local organic food**
  - Reduces pesticide use
  - Supports local farmers and economy
  - Decreases CO2 emissions from transporting produce around the world
- 2. Carry groceries in reusable bags and/or reused bags at grocery stores**
- 3. Use power strips for appliances and major electronics. Turn off strips instead of allowing electronics to go into standby mode.**
  - Standby mode still uses energy known as “phantom energy”
  - Phantom energy accounts for about 10% of US energy consumption
- 4. Turn off water while brushing teeth and keep showers short**
  - Saves several gallons of water each day
- 5. Buy energy efficient appliances with the EnergyStar label**
  - EnergyStar appliances are up to 90% more efficient than counterparts
- 6. Turn the thermostat down 3 degrees in winter, and up 3 degrees in summer**
- 7. Set air conditioner timers to go on 15 minutes before you come home, and to go off when you leave**
- 8. Replace incandescent bulbs with high performance compact fluorescent lamps (CFLs)**
  - CFLs last five to ten times longer
  - Saves \$30 - \$60 per year depending on the bulb
- 9. Avoid disposable products such as razors and single-use containers, to reduce waste.**
- 10. Remove yourself from mailing lists; request email notifications instead**

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## Ten Tips Everyone Can Do – At Work



1. Turn off dressing room & office lights and air conditioners when not in those rooms.
2. Plug equipment into power strips that can be switched off when not in use, to avoid phantom energy.
3. Put computers in sleep mode when not in use
  - Using screen savers can add up to \$50 over a year
4. Use recycling centers around the building to recycle paper, plastic, aluminum cans, glass and cardboard backstage and in front-of-house.
5. Walk, bike, or take public transportation to work at least one day a week
  - Each full subway car is the same as taking 38 cars off the road
6. Don't print out emails you don't need
  - Take notes from the email on scrap paper, or
  - Reuse the other side of printed pages
7. Limit paper product use
  - Use glasses and mugs instead of disposable cups
  - If paper is unavoidable, use "post-consumer recycled" products
  - Post-consumer recycled products use no new trees
8. Distribute memos, announcements, house seat orders, contact sheets, etc. by email
  - Keep all correspondence digital and print only when necessary
  - File office information electronically to save space and paper
9. Conserve water - report dripping faucets and sinks
10. Unplug rechargers for portable electronics (laptops, cellphones, PDA's)

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