

Setting Up Offices, Warehouses and Stages

Environmentally responsible practices begin with the production office and warehouses. After opening an office or warehouse, the Production Office is to set up the practices listed below. Green vendors and additional resources can be found at www.GreenProductionGuide.com.

Required Practices: The following practices must be implemented on all productions.**Office Set Up**

- Set up recycling for paper, cardboard, bottles and cans throughout all offices
- Use the standardized recycling labels on all recycle receptacles. Order labels at: <http://nbcu.recycleacrossamerica.org/store/> (See Recycling and Composting, page 7)
- Set up a recycling protocol for batteries, ink cartridges and electronic waste (See Sound, page 22, for proper battery recycling protocol)
- Appoint someone to ensure all lights and electronics are shut off at the end of each day
- Replace light bulbs with CFL and LED lighting where possible
- Email all distribution, making hard copies available upon request only
- Print all schedules and lists double sided; scripts should be the only single sided document
- Purchase paper with a minimum of 30% recycled content (Staples Link Product #492072)
- Instruct runners to only use reusable shopping bags
- Set up drinking water coolers
- No plastic water bottles should be available in the office
- Purchase washable flatware, glasses, plates and bowls; limit disposable products
- No polystyrene (Styrofoam) food service items may be purchased at any time
- Use non-toxic, biodegradable soaps and cleaners
- Provide office snacks in bulk to reduce packaging waste

Stage/Warehouse Set Up

- Set up recycling for paper, cardboard, bottles and cans throughout all work spaces
- Set up a recycling protocol for batteries, ink cartridges and electronic waste
- Set up drinking water coolers for all working crew; reduce individual plastic water bottles
- Appoint someone to ensure all lights and AC are shut off at the end of each day
- No polystyrene (Styrofoam) food service items may be purchased at any time
- Use non-toxic, biodegradable soaps and cleaners when applicable

Additional Best Practices: The following practices should be implemented when practicable.

- Moderate heat to 68°F / 20°C and AC to 74°F / 23°C when possible
- Use 100% recycled content paper and recycled content office supplies
- Use refilled ink cartridges and copy toner
- Request car services to use hybrid vehicles
- Rent hybrid vehicles for distant hires
- Rent hybrid vehicles for runners and buyers
- Purchase organic, local and/or fair trade food, coffee and tea
- Install water filters, replacing 5-gallon (19 litre) bottle water coolers
- Set up a “green bin” to separate organic waste and send to commercial compost facility
- Use “Energy Star” (UK: “A-Rated”) appliances
- Choose hotels with environmental programs
- Choose commercial flights over charters