



# AOBA

Apartment and Office  
Building Association  
of Metropolitan Washington

## Green Tips for Office Employees

*By taking simple steps at work, you can save energy, conserve precious fuel and water, and reduce waste. Doing small things can make a big difference!*

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### LIGHTS OUT

Turn off all lights when you leave your office. Use EPA ENERGY STAR-qualified compact fluorescents (CFL) or Light-emitting diodes (LED) for your personal floor or table lamps. *More info at [www.energystar.gov/lighting](http://www.energystar.gov/lighting)*



### POWER DOWN

Your electronics (computers, laptops, printers, monitors, fax machines) use power even when idle. Work with your IT department to determine ways to reduce energy when equipment is not in use. For new equipment, encourage purchasing of EPA ENERGY STAR qualified products. *More tips at [www.energystar.gov/products](http://www.energystar.gov/products)*



### STAY COOL ...AND COMFY

Close office blinds, curtains or shades on hot, sunny days, and keep them open on cold, sunny days. Keep air vents open and uncluttered. *More tips for work and home at [www1.eere.energy.gov/consumer/tips](http://www1.eere.energy.gov/consumer/tips)*



### CONSERVE WATER

Even small leaks waste huge amounts of water. Have all leaks in sinks and toilets repaired immediately. In your office kitchen, wash only full loads of dishes and use the energy saving setting for drying. *More water-savings tips at [www.wateruseitwisely.com](http://www.wateruseitwisely.com)*



### RECYCLE AND REUSE

Recycle office papers, newspapers and beverage containers. Consider setting copiers to print double-sided, and purchase supplies made with recycled content. Create a "Green Team" to enhance your firm's green practices. *Recycling details for DC and other local governments are online. Find links at [www.aoba-metro.org](http://www.aoba-metro.org); click on Going Green, then Green Websites.*



### USE LESS GAS

Strive to reduce driving. Consider alternatives including public transportation, carpools, bikes and teleworking. *Tips to get better mileage when you must drive at [www.aaamidatlantic.com/PGA/FuelConservation](http://www.aaamidatlantic.com/PGA/FuelConservation)*