



# FLEESON'S GREEN EFFORTS

## Previous Practices:

1. Recycling
  - a. printer cartridges
  - b. bottles, cans
  - c. client material Cintas shreds & recycles
2. Reusing supplies
  - a. file folders, binders, etc.
3. Grouping distant runs to cut back on travel
4. Linking emails to TM instead of printing

## Recent Changes:

1. Permanent tableware to replace plastic and Styrofoam
2. Full office recycling program
  - a. labeled bins in common areas
  - b. labeled boxes at desks & in offices
  - c. taken out every Thursday
3. Recycled paper (30% recycled content)
  - a. copy paper
  - b. letterhead paper
  - c. envelopes
4. LED lights to replace halogens
  - a. front desk
  - b. other offices, common areas, etc.
  - c. bulb costs
    - i. Change halogen lights 6 times/yr  $\approx$  \$15/yr
    - ii. Change LED lights 1 time/4 yrs  $\approx$  \$25/4 yrs = \$6.25/yr
  - d. energy costs
    - i. 20 halogen lights: \$2.64/24 hrs
    - ii. 20 LED lights: \$0.32/24 hrs
5. Green Ideas contest
  - a. \$25 gift certificate to person with best "green" idea for the office
6. Tech changes
  - a. moving to more efficient servers
  - b. energy costs
    - i. old servers: \$207.74/mo
    - ii. new servers: \$180.51/mo
    - iii. old desktops: \$445/mo (\$14.85/day)
    - iv. new desktops: \$115/mo (\$3.80/day)

## Future Changes Considered:

1. System for used paper (not client-related)
  - a. bypass tray or individual
  - b. for drafts, emails, directions
2. Paperless accounting options
  - a. send out electronic invoices and statements
  - b. choose to receive electronic invoices when possible
3. Creamer dispenser instead of individual cups
4. Change standby and monitor settings on computers
  - a. turn off monitor after shorter period – e.g. 10 min
  - b. standby after shorter period – e.g. 1 hr
5. Using shredded paper for packing

## Suggested Individual Practices:

1. Use paper clips instead of staples
2. Turn off and/or unplug electronic devices when not in use
  - a. smart power strip
3. Print as little as possible
  - a. use Time Matters database
4. Turn off lights
  - a. 26 switches (16 up, 10 down) on our 2 floors
  - b. if you leave after 5:00, turn off any switch you see
5. Try some things at home
  - a. I'll be putting tips in the monthly newsletter
  - b. lots of info on the internet:
    - i. [www.goodguide.com](http://www.goodguide.com) – info on the greenness of the products you buy for everyday use
    - ii. [www.globalgreen.org](http://www.globalgreen.org) – lots of tips on how to save energy, conserve water, etc.
    - iii. [www.shft.com](http://www.shft.com) – environmental news and products, lists of resources
    - iv. [www.sedgwickcounty.org/environment/recyclingguide.asp](http://www.sedgwickcounty.org/environment/recyclingguide.asp) – list of all recycling centers in Sedgwick County

