



# Green Business CHALLENGE

## GREEN TEAM PROJECT IDEAS

Encourage people to “Think before you print”

Shut down computers at night, or power monitors off when not in use

Purchase recycle bins, and encourage recycling of paper and plastic

Choose products that are recycled, recyclable, or durable

Turn lights off in empty offices and rooms

Coordinate or join cleanup efforts



## WHERE TO START

1. Fill out and submit your Scorecard: <http://www.elpasogbc.org/scorecard.php>
2. Establish a baseline score to assess any needs where your company can quickly start making changes.
3. Form your Green Team!

## FORM YOUR GREEN TEAM

**Generate interest** - in the workplace by mentioning to your work staff that you think it would be a great idea to make the office an eco-friendly environment. Chances are that if you show possible benefits to your management, you will have management support and can save your business a substantial amount of money! The Green Team should encourage fellow coworkers to take the initiative to green your workplace.

**Build the team**- Invite fellow coworkers to participate in the Green Team by inviting them to a kick-off event to generate interest and excitement about the new program.

**Establish Goals**- The team should come up with goals and timelines to measure success. Suggest that each Green Team member lead different topics or areas of interest. For instance, one team member should monitor recycling; another should monitor energy usage, etc.

**Adopt Green Policies & Projects** - Select project coordinators from your Green Team to launch projects throughout the year. The coordinator should be responsible for managing the project, and monitoring usage. Publish regular reports in your newsletters & emails to let everyone know the progress and ways to improve.

Once your Green Team has met their first goal, be sure to reward them! Don't forget to have another project lined up; you want to capitalize on this momentum to keep the success up. Hopefully your Green Team will grow, and continue to motivate others in the workplace!



# Green Business **CHALLENGE**

## WHAT CAN YOU RECYCLE?

*Paper, Plastic,  
Metals....*

- Aluminum
- Bubble wrap
- Cardboard
- Magazines
- Catalogs
- Paper
- Plastic bottles

## MORE INFORMATION ON RECYCLING

[http://  
elpasodisposal.com/  
commrecycle.aspx](http://elpasodisposal.com/commrecycle.aspx)

[http://  
www.recycleelpaso.org/](http://www.recycleelpaso.org/)

## Recycling in the Workplace

Recycling conserves natural resources, conserves energy, reduces pollution, and environmentally-responsible businesses enjoy real savings and improved performance in their daily operations. Recycling enhances your company's image by engaging in greener business practices, and is easy to do!



## THINGS TO CONSIDER....

Placing small "Blue" Recycle bins by copy machines or desks to recycle scrap paper

Placing recycle receptacles next to trash bins to encourage recycling

Have the Green Team coordinate meetings to inform coworkers on what to recycle



## Waste Reduction

According to the U.S. Environmental Protection Agency, business can save the most money and have a greater improvement on the environment by finding ways to reduce waste. Waste reduction offers the greatest environmental benefits and cost savings to businesses. Here are some simple solutions where you can eliminate waste, cut purchasing costs while making your office eco-friendly.





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## ENERGY EFFICIENCY



Energy efficiency is one of the most effective ways to cut costs in your business and in the workplace. The Green Team should come up with policies that help cut energy usage such as switching computers off when not in use, and installing motion sensor lights. Start by conducting a do-it-yourself audit. Audits are estimated energy savings and costs in order to assist in good business decisions about measures to implement in the workplace

## DIY ENERGY AUDIT

1. Compare your heating and cooling costs based off your energy bill month to month. Look for trends and spikes in the bill.
2. Locate any air leaks, and make sure you there are good seals that form around doors and windows. Check for cracked mortar, or gaps and holes that aren't properly caulked.
3. Examine HVAC equipment, and replace old or dirty filters. Close any air vents that do not require air conditioning.
4. Check appliances you may have in the workplace, and consider replacing high wattage appliance for EnergyStar qualified appliances. The EPA recommends keeping refrigerators at 37 degrees F and freezers at 3 degrees. To estimate wattage usage, you can determine the wattage by the following formula:  
(Wattage x Hours Used per day ÷ 1000 = Daily Kilowatt-hour (kWh). 1 kWh= 1,000 Watts.
5. Replace high-wattage bulbs with lower usage bulbs, such as CFLs.
6. Compare energy bills after you conduct the audit to previous bills and monitor results and savings.



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## WORKPLACE ENERGY SAVING TIPS

- Power off computer monitors when computer is not in Use
- Powering off computers, printers, copiers at night
- Take advantage of natural sunlight
- Avoid personal fans and heaters at desks
- Consolidate refrigerators in break rooms
- Avoid person refrigerators at workstations
- Install motion-activated occupancy light switches in offices and restrooms.
- Clean your HVAC filters on a regular schedule, as suggested by the manufacturer
- Perform regular maintenance to HVAC units to ensure that they are running efficiently
- Reduce air conditioning and heating hours by installing a timer to turn off the system when the building is unoccupied.
- Look for EnergyStar rated appliances, light bulbs, etc.



## RETROFITS

Retrofitting is adding new technology to older systems, creating a more energy efficient workplace. Some retrofits are as easy as changing a light bulb. Retrofits require individual investment and expertise. Luckily, the City of El Paso has many helpful resources to include expertise to help replace lighting options, install sensors, and upgrades to your current



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## WATER SAVING TIPS

Report Leaks– Develop a way to report leaks

Include water saving tips in newsletters, fliers, and emails to educate employees about water usage

Create reduction goals

Publish your business' water usage monthly to show progress

Upgrade to automatic low-flow water faucets

Upgrade older toilets with newer water-efficient models



## WATER CONSERVATION

In order to conserve water in the workplace, a significant change in behavior will be necessary. Most employees don't stop to think about how much water they use in the workplace.

You can start understanding ways to conserve water by conducting a water audit to analyze your business's water usage and to identify ways to use water more efficiently. Water audits will save your company money in the long run!

## DIY WATER AUDIT

1. First, record water consumption using your water utility bills, and determine a baseline to understand your workplace water usage.
2. Shut off all water sources in your workplace, If your water meter is still running, then you have a leak somewhere.
3. Conduct an inventory of water fixtures such as faucets, toilets and urinals. Record the flow rates of each of the water fixtures. Flow rates are usually displayed on the rim of the faucet aerator, on the base of a toilet, or on top of a urinal.
4. Estimate a baseline usage and frequency volume per day/month/year.
5. Calculate savings based on the different retrofits, such as low flow faucet aerators, and low flow models of toilets and urinals that decrease the flush flows.
6. Determine other ways to save water, and cut savings based on your water audit.



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## ALTERNATIVE TRANSPORTATION

Introduce alternative transportation options that have a minimal impact on the environment, can save your employees costs on gasoline, and promote healthy lifestyles.



## ALTERNATIVE TRANSPORTATION IDEAS

- Walking (Suggest walking to lunch, nearby meetings, etc.)
- Cycling
- Car Pooling
- Sun Metro <http://home.elpasotexas.gov/sunmetro/>
- County of El Paso Vanpool: <http://www.vride.com/>
- Preferred parking for car poolers (Incentivize special parking spaces for employees who choose to carpool)
- Offer flexible work schedules to employees that do not interact with the direct public, and can do their work tasks from home.
- Consider changing your business' work schedule such as a four day ten hour work week "4/10".

