**Green Business Checklist**

**Water Usage**

* Use sensors for the toilets, urinals and sinks.
* Post signs around your office telling employees to conserve water.
* Use low flow toilets and urinals.
* Encourage general water conservation.

**Air Quality**

* Use water based permanent ink markers instead of toxic ones.
* Employ the use of nontoxic cleaning products.
* Get rid of any aerosol sprays.
* Use paint that does not contain any VOC's.

**Office Purchases**

* Purchase paper products that have been recycled.
* Purchase remanufactured toner cartridges.
* Purchased recycled or refurbished office equipment.
* Instead of purchasing new computers, printers and laptops, simply lease them.
* Let your supplier know that you were looking for green products.

**Waste & Recycling**

* Ensure that your employees are aware of proper recycling and waste disposal practices.
* Reduce printing margins on paper to save paper.
* Use multifunctional printers.
* Recycle and reuse paper and other materials whenever possible.
* Use centralized waste containers.
* Recycle those old fluorescent lights.
* Always purchase products that can be reused.
* Always use reusable cutlery and dinnerware in the break room.
* Do not purchase bottled water.
* Compost all organics.
* Purchase all of your products from local suppliers in order to reduce shipping waste.

**Energy Efficiency**

* Use energy efficient lights.
* Use automatic light centers.
* Use a programmable thermostat.
* Don't overdo it with the air conditioning.
* Employ the use of power management programs.
* Perform regular maintenance on your HVAC systems.
* Use weatherstripping to seal structures and save energy.
* Always purchase Energy Star certified equipment.
* Always use power strips for desks.
* Make sure to arrange workspaces so that employees can take advantage of natural light instead of having to use artificial light.
* Try to power your business with as much renewable energy as possible.