

Hennepin County Green Partners – Lead by Example checklist



When you start teaching others about environmental issues, it's important to make sure you've taken steps to reduce your organization's environmental impact as your audience will look to you as an example. The following are steps you can take to green your operations.

Reduce, reuse, recycle

- Provide clearly labeled recycling containers conveniently located next to most garbage bins for the following items (check all that apply):
 - Paper
 - Cardboard
 - Plastic
 - Glass
 - Metal
 - Organics
- Set all company printers to default to double-sided printing.
- Provide reusable dishes and food service ware for onsite food consumption.
- Make a "hydration station" or another alternative to bottled water available.
- Reduce food packaging waste through bulk ordering and/or not providing individual boxed lunches.
- Plan ahead to avoid leftover meeting/event food or donating unserved food to a local food bank, homeless shelter, or other community service organization.

Purchasing

- Plan ahead to limit new purchases and/or to buy in bulk when ordering.
- Purchase office supplies with post-consumer recycled content.
- Purchase less hazardous office cleaning supplies, such as those with the Green Seal or EPA Design for the Environment logos.
- Purchase IT equipment with the EPEAT or Energy Star label.

Energy

- Keep the office temperature set to 76 degrees for cooling and 68 degrees for heating during work hours.
- Have policies in place that discourage the use of appliances (coffee makers, etc.) at employees' desks.
- Use the power-save mode for computers and monitors.
- Turn computers off at the end of the day.
- Update employee kitchens and employer cafeterias with energy efficient appliances (e.g., Energy Star refrigerators).
- Regularly clean and maintain all kitchen equipment.
- Install sensors to automatically turn off the lights in offices, meeting rooms, copy rooms, restrooms, storage spaces, etc., when not in use.

Water

- Post signs to encourage employees to conserve water (e.g., turn off faucet when lathering soap in hands).
- Use low-flow/dual-flush toilets and low-flow faucets.
- Maintain all water systems to prevent or fix leaks.
- Install motion sensors on sinks.

Transportation

- Provide bikes or bicycle sharing memberships for meetings and/or commuting.
- Provide bicycle racks that are secure and protected from the weather.
- Provide subsidies for public transit use.
- Encourage employee carpooling and ridesharing.
- Offer work from home or flexible schedules to reduce travel.
- Support employee use of energy efficient vehicles (e.g., reserved parking for hybrids), or, if applicable, providing hybrid fleet vehicles.

Food

- Plant and tend to an onsite or community garden.
- Be a Community Supported Agriculture (CSA) drop site or encouraging CSA membership.
- Host an onsite farmers' market or promoting nearby farmers' markets or food co-ops.
- Promote or serve organic/chemical-free and local food.

Education

- Organize a "Green Team" to help plan, promote, and implement green worksite practices.
- Encourage staff to adopt green lifestyle habits through communications, classes, training and/or programs.
- Communicate your greening efforts to employees and the public.
- Take advantage of local events to piggyback your efforts (e.g., community clean-up day).
- Establish policies and guidelines for green meetings and events.

Other

What other ways can green your operations and minimize your impact on the environment?

- _____
- _____