



## 1. PLANTING:



- *Tree planting is one of the most potent ways of protecting our planet. Plant drought-tolerant native plants in your garden. Many plants need minimal watering, Find out which occur naturally in your area.*
- *Use trees and other plants to help shade your home if needed to help reduce cooling costs.*

## 2. POOLING:



- *Join a carpool or vanpool to get to work.*
- *When you need to go somewhere nearby, don't use motorized transportation. Try walking or riding a bicycle. If you need to travel somewhere more distant, use public transportation instead of your car.*

### 3. SAVE WATER:



- *Install water-saving devices on your faucets and toilets.*
- *Check and fix any water leaks.*
- *Install a low-flow shower head.*
- *Water your lawn and garden in the morning or evening when temperatures are cooler to minimize evaporation.*
- *Check the root zone of your lawn or garden for moisture before watering using a spade or trowel. If it's still moist two inches under the soil surface, you still have enough water.*

### 4. REDUCE , REUSE , RECYCLE:



- *Buy rechargeable batteries for devices used frequently.*
- *Purchase bleach-free toilet paper that is made from the highest post-consumer waste content you can find (80% minimum).*
- *Take old books, clothing and household items to a recycling bank.*
- *Repair broken items instead of trashing them and buying something new. If you no longer want an item, give it to someone who can use it.*

- *Recycle as much as possible. Recycling turns waste into useful resources. Good for you if recycle newspapers and soda cans.*

*Did you know that people recycle cell phones, iron materials and tires as well.*

## 5. SAVE ELECTRICITY:



- *Avoid placing lamps or TV sets near your room air-conditioning thermostat. The thermostat senses heat from these appliances, which can cause the air conditioner to run longer than necessary.*
- *Use CFLs, not incandescent bulbs. Install compact fluorescent light bulbs (CFLs) when your older incandescent bulbs burn out.*
- *If you use air conditioning, a ceiling fan will allow you to raise the thermostat setting about 4°F with no reduction in comfort.*

*When you do your shopping try buying foods and products marked with eco-friendly or fair-trade stickers. For example, a lot of people today buy natural pet products for their cats and dogs. Support organic producers in your area and don't be afraid to pay a little more, after all it's the future of our children we are talking about.*

## 6. WHILE IN OFFICE:



- *Save paper by printing on both sides of a sheet of paper whenever possible.*
- *Use mailer sheets for interoffice mail instead of an envelope.*
- *Set up a bulletin board for memos instead of sending a copy to each employee.*
- *Copy and print on both sides of paper.*
- *Reuse items like envelopes, folders and paper clips.*
- *Turn off the computer screen and laptop when you're not using it.*