



eco  
ENVIRONMENTAL  
COLLABORATION  
OFFICE

ecoCITY of MILWAUKEE

# BEING GREEN AT WORK

ten easy tips to be more sustainable in the office

- 1. Skip the plastic water bottles.** Milwaukee is nationally recognized for high-quality, safe drinking water. Invest in a reusable water bottle and save money by getting your water straight from the bubbler or the tap. 
- 2. Think before you print.** Printing only when necessary can save paper and help de-clutter your desk. When you do need to print, choose double-sided, black and white, and/or draft mode to save money and energy.
- 3. Create a zero-waste kit to leave at your desk.** Leave a mug, water bottle, silverware, straw, and/or cloth bag at your desk so you're always ready to skip the plastic when you grab coffee or lunch. 
- 4. Hop on the streetcar or a bike.** Taking a bike or public transportation to work or to your next meeting saves energy and prevents traffic.
- 5. Shut down when you leave.** Turning your computer and lights off before leaving in the evenings and especially over the weekend can be an easy step towards huge energy savings. 
- 6. Check out our sustainable purchasing tips.** Next time you're ordering office supplies, try opting for a compostable, recyclable, or post-consumer recycled alternative! You can find examples of these products on the Mint page.
- 7. End the wish-cycling.** Milwaukee recycles cans, cardboard, paper, and plastics #1, 2, and 5. Remember to rinse out your containers and to not crush cans before tossing them in the bin. But you don't have to remove staples before recycling paper! 
- 8. Switch your computer to "Power Saver."** Go to Control Panel > Power Options and choose "Power Saver." You may also need to adjust your brightness settings.
- 9. Set goals for a Green Event.** The City of Milwaukee Green Events Guide can help your office throw more sustainable public events. This will help showcase Milwaukee's leadership in reducing our use of single-use plastics! Find the guide on Mint. 
- 10. Take the stairs when possible.** Opting for the stairs when possible can save energy while helping you get your steps in for the City's Healthy Rewards program.

For more information and resources, go to:  
[Mint.Milwaukee.gov/Being-Green-at-Work](https://mint.milwaukee.gov/Being-Green-at-Work)