



GREEN PRODUCTION GUIDE

Production Office

SUSTAINABLE PRODUCTION PRACTICES

Here you will find sustainable best practices for production office spaces. Visit GreenProductionGuide.com for vendors and additional resources.

TRACK DATA IN ACCOUNTING TO CALCULATE PRODUCTION'S CARBON FOOTPRINT



CONTACT LANDLORD TO REQUEST THEY SOURCE RENEWABLE ENERGY, REPLACE LIGHTING TO LED, AND PROVIDE EV CHARGING IN PARKING LOT



COLLECT BATTERIES AND ELECTRONIC WASTE SEPARATELY FOR PROPER DISPOSAL



DISTRIBUTE INFORMATION DIGITALLY; ONLY PRINT UPON REQUEST



DISTRIBUTE A SUSTAINABLE PRACTICES MEMO TO CREW



SET UP CLEARLY LABELED RECYCLING AND COMPOSTING BINS IN HIGH TRAFFIC AREAS



LOWER BLINDS ON HOT DAYS, AND TURN OFF LIGHTS AND ADJUST TEMPERATURE AT THE END OF DAY



PROVIDE WASHABLE DISHES AND CUTLERY TO REDUCE WASTE



WHEN USING DISPOSABLES, USE PAPER OR ALUMINUM, NOT FOAM OR OTHER SINGLE USE PLASTICS



ELIMINATE SINGLE USE PLASTIC WATER BOTTLES; INSTEAD INSTALL A WATER FILTER OR DISPENSER



PURCHASE 100% RECYCLED CONTENT PAPER WHICH USES NO NEW TREES AND SUPPORTS THE RECYCLING MARKET



PROVIDE LARGE RECYCLING BIN FOR PAPER



PRINT DOUBLE-SIDED AND ADJUST MARGINS TO REDUCE PAPER USE

