



# « 25 habits »

for

## GREENER

< off-campus staff >

spaces

### COMMUNICATION & EDUCATION

- Regularly discuss strategies for reducing water use, energy consumption and waste
- Subscribe to a sustainability-related newsletter
- Use stickers or signs to remind staff to practice sustainable habits.

### PURCHASING

- Consider pre-owned furniture, equipment and supplies from the [MSU Surplus Store](#)
- Use copy paper with at least 30% post-consumer recycled paper, and avoid polystyrene
- Purchase energy-efficient equipment and look for ENERGY STAR/EPEAT certification

### ENERGY EFFICIENCY & CONSERVATION

- Turn off lights (if safe) in unused spaces
- Power off/set to sleep mode unused equipment
- Use energy efficient LCD/LED computer monitors
- Share copiers, printers and kitchen appliances
- Report heating/cooling comfort issues to your facility manager
- Keep windows closed when heating/cooling the building
- Use energy-efficient CFL or LED lightbulbs

### WATER CONSERVATION

- Use filtered tap water/water cooler instead of individual bottled water
- Use efficient water-consuming appliances
- Report all water leaks, broken fixtures and dripping faucets to your facility manager

### TRANSPORTATION

- Consider ridesharing, public transit or biking, from home to work
- When possible, replace business travel with video, web or teleconferencing

### RECYCLING & WASTE REDUCTION

- Contact facilities staff to request recycling containers
- Reduce paper use and print double-sided
- Use recycling containers in individual work spaces and near shared landfill bins
- Reuse supplies and use rechargeable batteries
- Use durable and reusable dishes, utensils and water/beverage containers

### HEALTH & WELLNESS

- Encourage one another to take walk/stretch breaks and utilize other healthy practices
- Use certified fair trade or organic coffee/tea

Total:      / 25

18+ : your space is certified #green!



# « bonus round »

Green your space even more with these challenging ideas.

## NEXT LEVEL COMMITMENTS

- Set annual sustainability goals
- Institute waste reduction, water conservation and energy efficiency policies
- Keep heating, cooling and ventilation equipment/fixtures clear of furnishings and material
- Use electric filing and storage instead of paper files
- Offer electronic versions of reports and newsletters
- Use mini landfill baskets instead of full-size trash cans when possible
- Run a communications campaign to educate fellow staff on recycling practices
- Provide recycling containers at events and meetings that are organized by your group
- Share desk and office supplies between staff
- Start a food waste composting program
- Designate an in-office reuse area for supplies like binders and folders
- Encourage staff to participate in MSU Health4u
- Review the environmental impact of work-related travel
- Use Green Seal Certified or biodegradable, and nontoxic, cleaning products

## THE BIG LEAGUES: DO YOU HAVE WHAT IT TAKES?

Sustainability progress is defined by leaders who think REALLY big, try new things and step outside the box. If you want to accelerate your impact on campus, start a project that engages your fellow staff members and cultivates lasting benefit for campus. Consider the following project criteria:

- 1. Extent of staff involvement** - how many people are contributing to the project?
- 2. Potential for long-term impact** - will it have lasting benefits for campus?
- 3. Quality of sustainable impact** - does it address a core sustainability focus area, such as water, energy, waste reduction or transportation?
- 4. Innovation** - Are you pushing the envelope with your idea? Does it inspire your coworkers to get involved? Is the project solving more than one problem?

### Example projects:

- › [Composting initiative inside MSU's Grumet Research Lab](#)
- › [Strategic sustainability planning at the MSU Union](#)
- › [Equipment consolidation with MSU's IPF Computer Systems & Networking team](#)
- › [Dynamic ag strategies at the W.K. Kellogg Biological Station Pasture Dairy Center](#)

If you'd like advice on an initiative, or need more tips, contact [begreen@msu.edu](mailto:begreen@msu.edu), or visit [MSU IPF's Green Practices](#) page for more on sustainable habits.