

Barkley Goes Green

Suggestions for an environmentally responsible business practice:

- Purchase and use environmentally friendly supplies and products including refillable toner cartridges and post consumer content paper.
- Conserve energy, water and natural resources.
- Increase waste diversion by recycling all paper, bottles and cans.
- Reduce the waste generated by donating reusable office products to charitable organizations.
- Choose non-toxic cleaning and janitorial supplies.
- Purchase Energy Star rated office equipment and appliances.
- Conserve fossil fuels by encouraging the use of Public Transportation by all employees and participate in "Spare the Air" campaigns.
- Have employee orientation and meeting, company-wide introduction to employee awareness, practices and training.
- Start an electronic newsletter or bulletin, detailing our achievements and goals for the future. Share with staff and court reporters.
- Replace any and all internal memos and messages with electronic emails.
- Place and institute the use of recycling bins for paper, newspapers, aluminum, glass and plastic containers.
- Encourage the use of reusable plates, glasses, mugs and utensils instead of disposable items.
- Recycle and reuse any and all boxes, shipping and packing materials.
- Replace paper products with recycled materials (35-100% post-consumer waste) and toners with recycled or remanufactured laser and toner cartridges.
- Set thermostats to 68 degrees Fahrenheit for heating and at 76 degrees Fahrenheit for cooling. Use timing devices to turn system down after hours. Use timing devices to turn system down after hours.
- Institute a policy that ensures blinds and curtains remain closed during peak summer period (to save on the need for extra air conditioning).
- Have employees turn off lights when not using a room or space in the office and upon leaving; post reminders. Install motion sensors.
- Make transit schedules, commuter ride sign ups and car-pooling opportunities available to employees.