

Sustainable Clark Green Office

Tips for GOING GREEN in your office at Clark and at home! :)

1. **Phantom loads can be reduced** with a *power strip* that you turn off or by unplugging electronics when they are not in use. 'Phantom loads' refers to electronics (such as cell phone chargers or copiers– even microwaves) that draw energy all the time. On average, *75% of the electricity* used to power electronics is consumed while they are 'off'! Want to know what your Phantoms are doing? Here's a [list](#) of most electronics & appliances and their energy use when "off." ([//standby.lbl.gov/summary-table.html](http://standby.lbl.gov/summary-table.html)) Ask Physical Plant (x 7566) for a free power strip and kill all your phantoms with just one switch!

2. **Energy-star light bulbs! CFL's! LED's!** If every American home replaced just one light bulb with a light bulb that's earned the Energy-star, we would save enough energy to light 3 million homes for a year, about \$600 million in annual energy costs, and prevent 9 billion pounds of greenhouse gas emissions per year, equivalent to those from about 800,000 cars. (www.energystar.gov). Energy-star bulbs include CFL's & LED's.



Old style light bulbs can be replaced with any CFL (Compact Fluorescent Lamp) that lasts *10 times longer* and uses up to *75% less energy*. The overhead fluorescents in your office may have been upgraded recently if they have just one tube. If not, consider 'de-lamping': just take out all the tubes you don't need! Today's offices are still lit for *typewriters* – too bright!

Bonus! If you use a desk lamp in your office and *pledge* to turn off the overhead lights you can request a special fancy LED bulb (which costs about \$30 each) in return for your participation!

3. **Too hot in your office?** In *summer*, close shades or blinds during the day to block additional heating from the sun (especially South facing windows) and keep the room cooler. Try opening the door and running an energy-efficient fan instead of turning the AC colder. Every 2 degrees on your AC = 5 pounds of carbon removed from our atmosphere (www.carbonrally.com). Keep the AC at 72-75° – it's not that hot! In *winter*, an open window will only make the heater work harder and waste resources, but a towel draped over the top of the radiator while you are in the room can keep it cooler, as can opening the door. Above all, keep radiators *unblocked*. No desks, bookcases, boxes, file cabinets in front.

What if you are too cold? Heaters function by convection, so a radiator with boxes and objects stacked in front of it doesn't heat properly. In many buildings, our heating system is controlled by an energy management system via sensors that maintain an acceptable average temperature. Consider *wearing a sweater* if the average is too low for your personal comfort. Close doors to keep the heat in. Move your desk away from drafts. Open shades or blinds to let the sunshine in during the day (*solar* heat!) and close them at night to reduce heat loss. If there are serious or continual problems, call Physical Plant (x7566).

4. **Anything is exhausted remaining "on" forever...** ITS can help with *powering down* the office computers and printers into the *sleep or idle mode*. This will save a lot of energy compared to the standard "always on" mode printers have. Just ask the helpful Help Desk x7445! Or better yet, unplug and turn off when you leave for the weekend.

5. **What kind of paper do you use in your office?** Did you know that paper and paperboard products make up the largest portion of the municipal solid waste stream in the US and as result, offer the greatest opportunity to *recycle*. Our office supplies partner WB Mason offers *30% recycled content paper that is actually less expensive* than the non-recycled kinds and it beats the Staples price! You can check the other reasons why you should buy recycled paper here:

www.conservatree.org/paper/PaperTypes/RecyBrochure.shtml

6. Try **Alternative Transportation** in Worcester. Using the Clark Bike Share <http://web.clarku.edu/students/cyclesofchange/>, carpooling and ride sharing www.nuride.com, walking, and taking the bus (WRTA schedules available on Sustainable Clark website) saves money, reduces pollution, and can be far more fun than driving alone. Healthier, too!



7. **Turn off office and bathroom lights** when you leave, even for a short while. This saves money and carbon emissions. You may wonder *does it make a difference* at all? Check this math: A standard bulb uses 60 watts of energy an hour or will chew through a kilowatt of energy over approximately 16 hours. A kilowatt-hour of energy costs approximately 13 cents and makes around 1 pound of carbon. So leaving that light on for 16 hours a day all year unnecessarily? 365 kilowatts of energy, worth \$43.80, down the drain – and 365 pounds of CO2 we don't need. If you are worried that visitors will think you are gone if the light is off, leave a *little sign* on the door: we are open & saving energy.

We will give you the pretty decals “PLEASE DELIGHT ME” to use as switch reminders so that you will always remember to turn off the lights!

8. **“Paper or plastic?” “I brought my own!”** According to Reuseit.com, 500 billion to 1 trillion plastic bags are used every year around the world, which is about *1 million plastic bags* used every minute! Americans recycle only 1 to 3 percent of them and toss the rest. Once discarded, plastic bags take hundreds of years to decompose, if ever. Meanwhile they are caught in animal's stomachs or necks, clog up waterways and sewers, fill up landfills and lakes. *Reusable canvas bags* reduce these numbers! And they are very attractive!

9. **Green2Go from the Bistro!** For \$5 per year you get your Bistro take out in a Green2Go re-usable container; bring it back and they will wash it for you or refill it every time! For more info, ask in the Bistro!

10. **Reusable water bottles and water refilling stations:** *Give up the packaged water habit!* According to the Container Recycling Institute, Americans buy 28 billion single-serving plastic water bottles every year, and 80% of those end up in landfills. The Earth Policy Institute reports that meeting the nation's demand for bottled water requires more than 1.5 million barrels of oil annually, enough to fuel 100,000 cars for a year! *Tap water* is healthy and costs nothing, while bottled water is wasteful both in terms of the plastic and the transportation of the product to us! Use a refillable water bottle. *Reusable water bottles* can be found at the Clark Community Thrift Store and Clark Bookstore.

Bonus! Your office water cooler can be connected right to pure (and free) municipal water. Call Poland Springs for free install and stop lifting those heavy jugs (full of water that was trucked in all the way from Maine).

11. **Refrigerator and freezer energy:** Refrigerators are the biggest energy hogs, usually because they are not used efficiently. Check the door seal to make sure it can *shut tightly*. Clean the condenser coils regularly and make sure *not to block the fan* by keeping stuff away from that area. Keep the refrigerator away from other kitchen appliances, windows, and heating ducts. *Manually* adjusting the defrosting features of your fridge will help *reduce* energy consumption by 36%! Refrigerator temperatures should be 36-38 degrees and freezer temperature should be 0-5 degrees. And finally they are designed to be full –otherwise you are cooling air and wasting energy. Keep the compartments full (even with jugs of water) to increase the efficiency.

12. **Clark has a Climate Action Plan!** In 2009, the Climate Action Plan was approved by the Clark University Board of Trustees with the two goals of reducing carbon emissions by 20% below 2005 levels by 2015 and achieving carbon neutrality (zero greenhouse gas emissions) *by 2030*. We achieved our interim goal in 2010. Our next goal to be carbon neutral will need more technology upgrades as well as everyone in the Clark community doing their part by making smart, simple choices every day to use less energy. Start today! ☺ Search ‘Climate Action Plan’ on www.Clarku.edu for more details.



Need more information?

Visit the Sustainable Clark website: www.clarku.edu/offices/campussustainability/

or search Sustainable Clark on ClarkU.edu. Sign up for the Clark Sustainability Newsletter by emailing csc@clarku.edu and get a weekly list of events, activities and news.

Thanks for changing our world with the Green Office program!

