

Shred and reuse unwanted paper. When you get shipments in, save your boxes so that you can use them again for shipments out.

Distribute memos via email

Don't print out huge employee handbooks. Allow employees to access PDF copies at their leisure.

Encourage employees to walk or bike to work. Make walking or biking an easier option by offering showers and private changing areas at your office.

Offer a bonus for green commuters. If employees agree to walk, bike, or take public transportation to work, offer them a small bonus for encouragement.

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Support alternative schedules. Allow employees to work longer hours, but fewer days, in order to let them stay at home once a week or more.

Create a carpool program. Many of your employees may want to carpool, but don't know where coworkers live or simply don't have the courage to ask around. You can help by administering a program to get them connected.

Offer telecommuting. If some or all of your employees' work can be done at home, give them the option to telecommute.

Encourage efficient vehicles. If you provide company cars to employees, consider purchasing hybrids. Additionally, encourage employees to rent hybrids or other high-efficiency cars when they take business trips.

Video Conference. Whenever possible, try to videoconference instead of traveling to meetings.

Buy used furniture. When appointing your office, check out sites like Craigslist or FreeCycle for cheap or free used furniture. You can also check out remanufactured cubicles for both cost and environmental savings.

Recycle floppy disks. Turn your old floppy disks into a pen cup or other useful storage unit.

Buy used copiers and faxes. Manufacturing equipment like copiers and faxes creates lots of waste. Buy used equipment to eliminate waste, but make sure that they are still efficient.

Unplug equipment when not in use. Encourage employees to shut down and unplug copiers, printers and other equipment when they leave the office every evening.

Recycle your e-waste. Cell phones, computers, printers and other equipment can often be recycled. Look for recycling programs in your area that accept these kinds of materials

Change your thermostat. Set your thermostat a few degrees lower in the winter and a few degrees higher in the summer. Encourage employees to bring personal fans and sweaters to ensure that they stay comfortable.

Switch to compact fluorescent bulbs. As your current light bulbs burn out, replace them with compact fluorescent bulbs. They are more efficient and last much longer than traditional bulbs.

Buy from a green energy company. Many utility companies generate their electricity using wind or other alternative energy sources. Consider purchasing your electricity from one of these companies

Create an after hours and weekend thermostat setting. If you know your employees aren't going to be in the office, create a setting that conserves more energy during these hours. Be sure to allow an override function so that it can be changed if someone decides to come in to work.

Turn off lights when not in use. Ask employees to turn off lights when they leave. Invest in automatic switches in places like the bathroom and supply areas so that they turn on and off whenever someone enters or leaves the room

Take advantage of natural lighting. Install windows and skylights so that you can use natural daytime light instead of electrical lighting.

Buy Energy Star fixtures. When buying fixtures, look for the Energy Star label to save at least two-thirds less energy than regular ones.

Unplug computers when not in use. Encourage employees to shut down and unplug their computers when they leave the office for the day.

Buy for quality. When shopping for computers, buy units that will last and avoid becoming obsolete too quickly. This way, you'll avoid contributing to e-waste.

Buy for energy savings. When shopping, be sure to ask if your computers, monitors and printers are energy efficient.

Give your computer a nap. Ask your IT department to set your computers to go to sleep when not in use. Creating short energy breaks can cut energy use by up to 70 percent.

Banish screen savers. Make sure that employees know screen savers won't save energy. They eat up lighting and processing energy. Instead, set screen savers to none or blank screen.

Buy smaller monitors. You can reduce your monitor's consumption by up to 30% by using a 2-inch smaller monitor.

Consider laptops. Consider buying laptops instead of desktops, as they generally use less energy and are more efficiently made.

Use simple cleaning supplies. Discuss cleaning supplies with your maintenance crew. Ask them to consider using cleaners like baking soda or vinegar instead of commercial products.

Do the dishes. Provide reusable dishes, silverware and glasses for luncheons.

Provide filtered water. Instead of bottled water, provide employees with filtered drinking water and reusable cups.

Install low-flow faucets and toilets. Help conserve water by installing low-flow faucets and toilets in restrooms and other common areas. This will also help conserve electricity by reducing your water heater's output.

Consider office sharing. If you have a number of employees that don't use the office regularly, consider assigning offices based on a schedule. You'll save on utilities, equipment, furniture and more.

Buy sugar and cream dispensers. Avoid paper packets and save waste by offering employees sugar and cream in large dispensers.