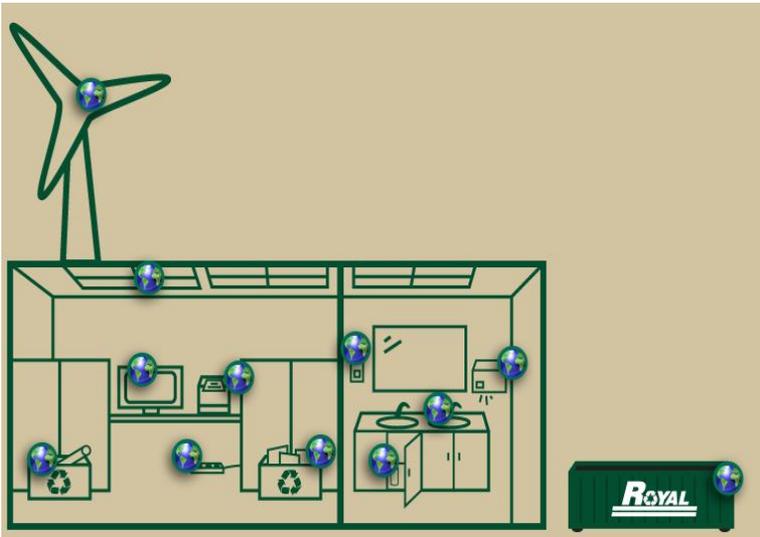


# Top-to-Bottom Eco Tips for The Office

Easy steps to help save your company's money and our planet!



*Royal Carting is committed to helping protect the environment, conserve resources and recycle waste.*

*We offer these ecological tips as part of our effort to inform our community about easy ways you can make a difference while you work.*

*Thanks for caring!*

-  Consult NY's Consumer's Guide to Small Wind Electric Systems to see if a wind turbine could provide the energy you need for your business.
-  Use CFLs instead of comparable incandescent bulbs and save about 50% on your lighting costs. (CFLs use only one-fourth the energy and last up to 10 times longer.)
-  Use dimmers, motion sensors or occupancy sensors to automatically turn off lighting when not in use to reduce energy use and costs.
-  Laptop and notebook computers are not just more convenient than traditional desktop computers – they use less electricity, too!
-  Consider a multifunction device which handles a number of office tasks, such as a printer/fax/copier combo for both cost and energy efficiency.
-  Many retailers offer store credit for used ink and toner cartridges. Save money and help reduce the number of plastic cartridges in our landfills by taking advantage of this service.
-  Put a paper recycling bin near every printer.
-  Shred old documents and use as packing material. Use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
-  Use power strips to easily turn off electronic devices at night.
-  To save on water usage, install low-flow toilets, urinals, faucets and shower heads.
-  Use hand dryers instead of paper towels to reduce cost and paper waste.
-  Use environmentally friendly cleaning products and keep toxic materials out of the environment.
-  Use a dumpster or roll-off container from Royal Carting for efficient collection and disposal of trash and recyclables.
-  Recycle glass bottles, metal, plastic containers and mixed papers with Royal Carting.

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