



# REDUCE OUR ENVIRONMENTAL IMPACT

## **A GREEN PRIMER FOR NEW EMPLOYEES:**

### **HOW YOU CAN HELP REDUCE THE COLLEGE'S ENVIRONMENTAL IMPACTS AND ACHIEVE GEORGE BROWN COLLEGE'S GREEN PLAN GOALS:**

#### **Goal #1 – Help improve the College's recycling rate:**

- Recycle cans, plastic, bottles, in the grey recycling bins located in hallways
- Empty office blue bins with paper into the grey 3-hole recycling bins or the large blue bins located in hallways
- Note: Garbage is picked up once a week from within offices, unless specifically arranged
- Electronic waste to be recycled during annual Spring E-waste Collection Day.

#### **Goal # 2 - Reduce Your Transportation Carbon Footprint:**

- If feasible walk or bike to work. If you must drive, carpool with family, neighbours or colleagues.
- Use public transit when commuting to and from work or between campuses. You will not only reduce your carbon footprint but can save by using the College's corporate discount for TTC Metro and GO Transit passes.
- If you need a car, take advantage of the College's corporate discount at AutoShare so you can rent a car by the hour or day. To find out about the savings go to <http://www.autoshare.com/georgebrown> for more information.

#### **Goal # 3 – Help reduce paper consumption:**

**Go paperless:** Only print when absolutely necessary, to reduce paper consumption

**Reduce your margins** from 1.25 to .75 inches.

**Print Double-sided** and make duplexing the default option:

- Click on start
- Select Settings/Printers and faxes
- Right click and select properties for the appropriate printer
- General TAB, printing preferences
- On the right top corner, select 2-sided printing option, then select apply

**Read the College's Paper Use Policy** for more paper saving hints:

<http://www.georgebrown.ca/globalnav/about/sustainability/PaperPurchasingUsePolicy.pdf>

#### **Goal #4 - Build a culture of sustainability:**

- Talk about it, bring up the environmental impact of your profession in your office and find out how you can have a more sustainable working life.
- **Green Your Curriculum:** For some great resources visit the George Brown Sustainability website for education for sustainable development teaching resources:  
<http://www.georgebrown.ca/globalnav/about/sustainability-resources.aspx>
- Take part in one of the upcoming George "Green" Days currently scheduled for Thursday, November 18<sup>th</sup>, 2010 and March 25<sup>th</sup>, 2011.

#### **Goal #5 – Help reduce energy consumption:**

- Reduce electricity by turning off equipment and lights in classrooms/labs when not in use
- Turn off your computer and monitor when you leave at the end of the day
- Take advantage of day-lighting on sunny days and turn off your office lights
- Close blinds and window coverings on all solar exposed windows during appropriate times of the day or when rooms are not in use to block direct sunlight
- Minimize use of portable electric devices (e.g., microwaves, toaster ovens, electric heaters, or personal fans).
- Ensure that other office equipment is Energy Star certified

#### **Goal # 6 – Green Office Meetings and Events:**

- Purchase a water pitcher and reusable mugs for your office to use instead of individual water bottles or disposable cups.
- Ask for milk/cream and sugar in bulk instead of in single serve dispensers.
- Check-out the other guidelines set-out in the George Brown College Green Meeting Guide:  
<http://www.georgebrown.ca/globalnav/about/sustainability/GBC-Green-Meeting-Guide.pdf>

#### **Goal # 7 - Get Involved:**

- Come up with an idea for reducing the College's environmental footprint and submit a funding request to the **Green Fund** to make it happen. For more info:  
<http://www.georgebrown.ca/globalnav/about/sustainability-plan-institutional.aspx>
- Other ideas for making George Brown College more sustainable? Suggest it to the College's Green Team by using the on-line Green Suggestion Box at:  
<http://insite.georgebrown.ca/News/EnvironmentalSustainability/default.asp>
- Take part in the College's annual Clean-Up Toronto Day as part of our Environmental Wellness Program. (For more info visit:  
<http://www.georgebrown.ca/wellness/environmental.aspx>)