

**-- Green Tips for the Office -- Cambridge Green Schools Initiative**

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**PRODUCTS:**

- Print double-sided, reduce margins, reduce font size
- Order recycled paper (30%-100% post-consumer)
- Invest in a re-usable mug

**ENERGY:**

- CFLs in desk lamps
- Turn off lights when not in use
- Turn off computers at end of day
- Unplug appliances at end of day

**FOOD:**

- Bring lunch in a re-usable bag

**WASTE:**

- Compost
- Recycle
- Print only when necessary

**GREENSPACE:**

- Care for an office plant
- Report leaky faucets
- Use water only when necessary

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