

TORONTO-DOMINION CENTRE SUSTAINABILITY TIPS FOR YOUR OFFICE

ENERGY CONSERVATION

- **Close blinds** to conserve air conditioning
- **Unplug** chargers, laptops, etc. when not in use
- **Switch off** office equipment after office hours
- **Turn lights off** when leaving offices and boardrooms
- **Install** light sensors
- **Use stairs** instead of elevators for short trips
- **Keep all registers** clean and free of obstructions

WATER CONSERVATION

- **Turn off** dripping taps
- **Report leaky taps** or toilets to building management
- **Install high efficiency** dishwashers in serveries and toilets in private washrooms
- **Set temperature** of hot water heaters to a maximum of 48C/120F
- When possible, **wash dishes** in cold water

RECYCLING & WASTE REDUCTION

- **Read documents** online instead of printing them out
- Change magazine and newspaper subscriptions to **online versions**
- **Donate** unwanted furniture and equipment to a local charity for reuse
- **Reuse** paper for a note or memo
- **Reuse** envelopes, file folders, cardboard boxes, etc.
- **Familiarize** yourself with TD Centre's organics & single stream recycling programs
- Refer clients to **website** as opposed to sending out brochures
- **Email** documents as opposed to faxing

PURCHASING

- Use **local suppliers** that will refill or recycle printer cartridges
- Purchase **food in bulk**, avoiding individually wrapped items
- Purchase items with **waste free packaging**
- **Choose stationary** made from recycled content or Forest Stewardship Council (FSP) paper
- **Look for higher capacity**, rechargeable NiMH or Lithium-ion batteries instead of alkaline
- **Look for office furniture** made from recycled materials or pre-owned furniture
- **Purchase cartridges** made with natural and toxic free inks and that can be recycled
- **Purchase** sustainable food from local vendors. Look for organic and/or free trade products

TORONTO-DOMINION CENTRE SUSTAINABLE SUSTAINABILITY TIPS FOR YOUR OFFICE

TRANSPORTATION

- **Walk, cycle or carpool** to work
- **Enlist** in a car-sharing program
- Use a **bicycle courier service** instead of a vehicle courier service for short distances
- **Change** oil, oil filters and air filters in your car regularly
- **Keep tires** properly inflated
- **Discourage** meetings that require airline flights or long trips; use teleconferencing or video-conferencing instead
- **Purchase** environmentally friendly corporate vehicles such as smart cars or hybrids