Green Office Policy

Our Commitment to the Environment:

 Environmental stewardship is a shared responsibility for protecting the environment and minimizing the impact of our daily decisions. Facility Pro is committed to reducing our environmental impact and ensuring environmental sustainability.

Recycling:

Facility Pro employees should attempt to conserve and recycle whenever possible through the adoption of simple practices. Whenever possible, Facility Pro staff will:

* Position recycling bins throughout the office and site for paper, plastic and other recyclable materials.
* Recycle office equipment, supplies and other recyclable products such as printer cartridges.

Waste Management:

Facility Pro employees should attempt to conserve and recycle whenever possible through the adoption of simple practices.

* Donate leftover food and beverages to local food banks following meetings/events.

Paper Use:

Facility Pro employees should attempt to conserve and recycle whenever possible through the adoption of simple practices. Whenever possible, Facility Pro staff will:

* Make every effort to use the recycle bins located around the offices and site.
* Maximize printing and copying options and enable default settings to double-sided printing.
* Edit documents using word processing tools (as opposed to printing).
* Post electronic meeting agendas and avoid printing hard copies of meeting materials for participants.
* Conserve paper and cut costs by emailing documents in place of sending them via mail.
* Save used, one-sided printer paper in designated areas and reuse for notepaper.
* Set all page margins to 1 inch and use Arial 10 or Times Roman 12 fonts.

Energy Conservation:

Facility Pro will attempt to conserve energy through the adoption of several easy-to-use strategies. Whenever possible, Facility Pro will:

* Enable and set to default the eco-friendly options on all copiers, printers and other electronic equipment.
* Enable timers for office copiers and printers that will automatically turn off unused equipment/use energy saving modes after long periods of inactivity.
* Continue to use and properly dispose of compact fluorescent light bulbs.
* Turn off unused lights in cubicles and hallways.
* Program their computer monitors to turn off automatically after periods of inactivity.