

LPA Workplace Tips

CONSERVE

- TURN OFF LIGHTS task & conference
- UNPLUG MICRO-ELECTRONICS
- BURN A CD for large print jobs
- REVIEW ELECTRONICALLY clerical work
- PLOT HALF-SIZE SETS
- READ DIGITAL MAGAZINES
- POWER POINT OVER PAPER
- MINIMIZE PRODUCT BINDERS
- LET OUT MARGINS on large documents
- VIRTUAL FAX digitally send faxes
- IT DEFAULT to double sided printing
- REDUCE LUNCH PACKAGING, encourage vendors

RE-CYCLE RE-USE RE-PURPOSE

- RECYCLE YOUR WASTE
- BRING A PERSONAL CUP
- REPURPOSE DRAWING CHECK SETS
- REUSE SAMPLES scan original/removable mounts
- GREEN DRY CLEANING return hangers/reuse bags

EQUIP

- MONETARY RESOURCES: [Click Here](#)
- PRODUCTS & SPECS: [Click Here](#)
- MARKET SEGMENT RESOURCES: [Click Here](#)
- BUSINESS DEVELOPMENT: [Click Here](#)

ACTION

- LPA Presents: [Click Here](#)
- ELECTRONICALLY SHARE FILES
- CONDUCT ON LINE MEETINGS (see IT)
- POOL YOUR RESOURCES carpool to meetings
- LET IN THE LIGHT open the blinds.

TEACH

- SEARCH LPA KNOWLEDGE sustainable webportal
- LPAU's Podcasts: [Click Here](#)
- LEED AP Training Library: [Click Here](#)

ENERGY Optimization

- AUTO MONITOR POWER DOWN
- LIGHTING retrofit, re-lamp and replace
- PLUMBING FIXTURE EFFICIENCY