

Fairview Sustainability Checklist

Fairview Goal Areas (Energy, Waste, Healthy Food Systems, Toxic/Hazardous Waste, Environmentally Preferable Purchasing, LEED/Green Building Design). Visit: www.fairview.org/about/sustainability for more information.

1. Recycling/Waste

- a) Recycling (put recycling bin next to trash when possible).
 - i. What: Cans and bottles, cardboard, paper, magazines, soft plastics, batteries
 - ii. Proper signage
 - iii. Other opportunities for recycling (blue wrap, saline bottles...)
 - iv. Junk Mail (contact vendors to opt out or receive email instead)
- b) Other waste: What is being thrown the following categories? Can minimize costs by ensuring the trash is put in the correct waste stream.
 - i. Red bag:
 - ii. Black box:
 - iii. Sharps:
 - iv. Document destruction:
 - v. Reprocessing:
 - vi. Trash:
- c) Organics/food scraps
 - i. UMMC, FSH and FRH kitchens collect food waste for composting/food to hogs.

2. Energy:

- a) Shut off the lights and computers at the end of the day. Unplug any extra electronics
- b) Motion sensors, sleep timers on computers, monitor shut off button.
- c) Ask facilities to remove a light from the overhead lighting at desks.
- d) Avoid personal space heaters, dress for the weather.

3. Water usage

- a) Limit use of water.

4. Supplies/Furniture/ Medical Equipment (reuse and donate excess)

- a) Office Supplies: Bring excess office supplies down to reuse store/get free supplies
- b) Furniture: Check a reuse store - bring old furniture and pick-up new furniture for free!
- c) Medical equipment/supplies: Donate to missions (Global Health)
- d) Too many supplies? Reduce purchases at the beginning.

5. Printing

- a) Print double sided (set up computer to manually print duplex- directions on intranet)
- b) Limit color printing
- c) Reduce printing when necessary (email, print preview)
- d) Collect old paper for scratch paper
- e) Print on recycled paper and recycle toner when empty

6. Employee habits: Work with your department to reinforce good "green" behavior!

- a) Staff Meetings- bring your own glass, offer fruits/veggies instead of sweets
- b) Take the stairs
- c) Use reusables! Bring lunch in reusable bags, silverware and cups. Refill water bottles.
- d) Ride bike or bus to work, car-pool
- e) Say no to Styrofoam

7. Create your own "green team" for your department

- a) Get together with other interested associates and analyze areas for improvement