

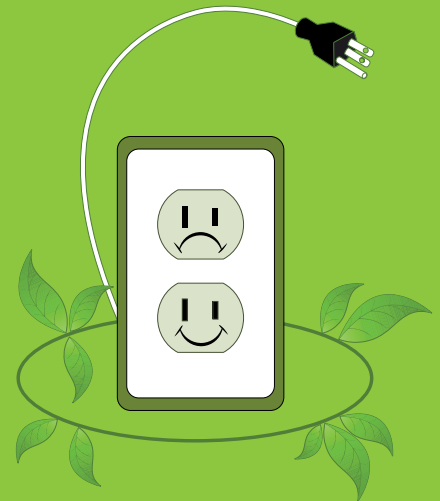


25
Ways to
GREEN your
business, and
save money

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1. Use recyclable packing materials
2. Recycle your electronics
3. Forget the gym!
4. BYOB – Bring Your Own Bowl...and cup, and silverware
(*Greenhouse Eco-Cleaning will do your dishes!*)
5. Shred it and recycle it
6. Plant trees
7. Telecommute
8. Recycle rain water
9. Buy recycled materials
10. Optimize your roof
11. Reward environmentally conscious employees
12. Lighten up on Casual Fridays
13. Stop printing
14. Turn off the lights and close the doors
15. Fix those leaky faucets
16. Replace old bulbs with low energy fixtures
17. Turn off computers at night
18. Give everyone a recycle bin
19. Decorate with plants
20. Volunteer to help others
21. Buy fair trade
22. Support green companies
23. Use soy-based ink
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Congratulations! When smart businesses make changes to save the environment they also save money.

We practice what we preach! We use only chemical-free solvents and materials and we're happy to do our part to keep you on the green path, including doing dishes, watering the plants, and turning off lights & shutting doors.

Incorporate these simple, eco-friendly tips in your office and make changes today that will affect the environment tomorrow.

TIP
01

Use recyclable packing materials.

BAN Styrofoam from the office: Since Styrofoam is used in packing materials, food containers, cups, and other everyday items you will need to enforce a strict ban on this toxic substance. To keep it out of the office, encourage employees to buy food and drinks at shops that use recyclable or biodegradable containers only. Not only will their food be healthier in a non-toxic container, but your office will remain Styrofoam-free.

Banning the use of Styrofoam packing materials is easy and might even give your creative team a chance to shine. Consider a non-traditional way to ship products safely. We've worked with clients that re-use phone books (the pages make creative packing material), biodegradable peanuts, ACTUAL peanuts in their shells, biodegradable foam molds, and other environmentally friendly materials. The sky's the limit; put your creative brain power to work!

Are you re-using boxes? Don't forget that you accept deliveries as well as make them. Go ahead and re-use the boxes you collect, and don't forget to tell your customers to re-use your boxes too. Make those boxes available for your employee's personal use or break them down, collect them and return them to the cardboard recycling center periodically.



TIP
02

Recycle your electronics.

Computers, printers, fax machines, copiers, and even phones are all needed and appreciated by the schools, community groups, and non-profit agencies in your community! Donating your electronics to these groups can change the lives of the people they support, as well as keeping your business green and socially responsible. Ask your accountant about the tax write-off you might be able to claim when you make a sizeable donation!



TIP
03

Forget the gym!

Maintaining a company fitness center can be expensive, especially if your employees don't often take advantage of it during the work week. Why not turn the fitness space into a recreational space and offer evening classes in yoga or meditation. Consider teaming up with a community gym and offer a discount or free gym membership to your employees. What a great way to green your office and support local business! Outdoor training programs are a great employee fitness benefit alternative, and offer many holistic health advantages as well.





TIP
04

**BYOB – Bring Your Own Bowl
...and cup, and silverware.**

Keeping paper plates and plastic silverware in the office lounge is convenient, but far from environmentally friendly. Instead of repeatedly stocking up with disposable dishes, you're your employees to bring in their favorite bowls, plates, and silverware to use individually or for the whole office. Not only will your office be more environmentally friendly instantly, but you'll also add a fun, creative twist to your break room. If you'd rather have a matching set of dishes, invest in a budget-friendly dining set for the office. Ask employees to wash up after they eat, or ask us too! GreenHouse Eco-Cleaning offers dish-washing services along with our standard cleaning packages. We only use chemical and scent free products so your office will stay green and clean.

TIP
05

Shred it and recycle it.

Keep a recycle bin next to the shredder instead of a garbage can so everyone remembers to recycle the shredded paper too.



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TIP 06

Plant trees.

Planting trees is great for the environment, your health, and your office moral. Bring the whole team together to plant trees or volunteer on Arbor Day and Earth Day.



TIP 07

Telecommute.

Mandate 2 days a week as “work from home” days. Allowing your employees to telecommute a portion of the week—or full time if possible--lowers overall CO2 emissions, increases worker productivity, and saves money.



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TIP 08

Recycle rain water.



Large companies have benefitted from rooftop rain collection which then pumped through the building for use in the low-flush toilets saving them cutting water costs by 30% and eliminating water consumption by 30% as well.



TIP 09

Buy recycled materials.

Today, most office supply companies offer recycled or biodegradable choices in paper, ink, and general office supplies. Look for products that boast "made from post consumer materials."

TIP 10

Optimize your roof.

Solar shingles or panels, small scale wind turbines or green native plant roofing technology are fantastic ways to save money and own your energy. Why not get your employees involved with an office vegetable garden!



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TIP 11

Reward environmentally conscious employees.

Offer incentives to employees who take the public transportation, bike or use hybrid vehicles: Set up car pool networks and groups for those commuting by bicycle.

TIP 12

Lighten up on Casual Fridays.

During the summer months, end the work week with a “lighter and cooler” attitude and open the windows and turn down the thermostat to save on cooling costs and electricity.



TIP 13

Stop printing.

We live in the digital age, yet we still cut down millions of trees a year to make the paper that we only use once before throwing away. Make it a policy only to print e-mails and documents when absolutely necessary. Add a note to the bottom of your corporate emails asking recipients to keep your emails “digital only.”



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TIP 14 Turn off the lights and close the doors.

Leaving the lights on and the doors open burns unnecessary electricity and requires the heat or air conditioning to work harder in order to circulate air to unused areas. Make it a policy to always turn off the lights in empty rooms or if they aren't needed in favor of natural light. Close the doors or open the windows to circulate fresh air through the office during warmer months.



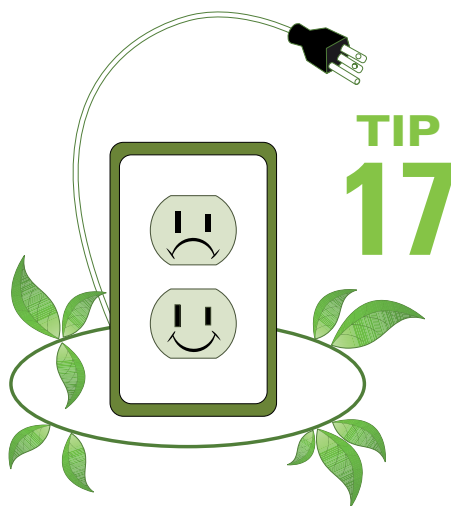
TIP 15 Fix those leaky faucets.

During the summer months, end the work week with a "lighter and cooler" attitude and open the windows and turn down the thermostat to save on cooling costs and electricity.



TIP
16 **Replace old bulbs with low energy fixtures.**

Replacing lights in exit signs with lower energy bulbs like compact fluorescent lamps (CFLs), light emitting diodes (LEDs), neon lighting or electroluminescent lighting technology is a simple and effective way to green your office. Don't forget the fluorescent lighting! Not only is the light harmful to moral and health, but its ecological impact is harmful as well. Replace old fluorescent lighting fixtures using T-12 lamps with T-8 fluorescent lamps for better color, less flickering and 20 percent less energy use. When Asian broadcasting subsidiary, Star TV, removed 1 out of every 3 lights, about 1,300 in total, it cut CO2 emissions by 18,000 pounds a year.



TIP
17

Turn off computers at night.

Letting monitors and computers run all night uses massive amounts of energy and increases your monthly electric bill. Remind employees to turn off their machines before they leave for the evening. If computers have to run for networking purposes, ask employees to turn off their monitors. Just that simple action will go far to lowering your environmental impact and power bill. Activate sleep mode for printers, copiers and fax machines so they'll sense inactive periods: Use automatic setback thermostats to adjust the temperature for weekends and evenings when no one is in the office.

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TIP 18

Give everyone a recycle bin.

It's one thing to let employees know that they're expected to recycle paper, but it's another thing to expect them to collect their paper throughout the day and walk it over to the recycle bin. Keep recycle bins in each office area or even each cubicle to ensure that your employees will have every opportunity to recycle.



TIP 19

Decorate with plants.

This is the simplest and most obvious way to green your office. Adding plants to your office décor adds beauty and oxygen to the office. Studies show that the air indoors is 5X more polluted. Plants offer an inexpensive way to clean the air so employees breathe easier (literally and figuratively!).

TIP 20

Volunteer to help others.

A spirit of volunteering is the backbone of a responsible society. Reward employees who volunteer and encourage others to get involved as well by sponsoring one or two days a month as volunteer days in which employees can spend the day helping out an organization while still getting paid.



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TIP 21

Buy fair trade.

With so many fair trade coffee options, there's no reason not to keep it stocked in the break room, and avoid buying non-fair trade coffee.



TIP 22

Support green companies.

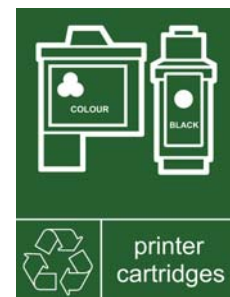
Voting with our wallets is easy and effective. When we choose to do business with eco-friendly companies that share our environmental and fair business values we send a loud message in support of green businesses. Buying eco-friendly products from green suppliers keeps them in business and growing!



TIP 23

Use soy-based ink.

Not only is soy-based ink easier to remove in the recycling de-inking process, but it produces brighter, sharper colors because of the innate clearness of the soybean oil.



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TIP 24 Recharge your batteries.

Buy rechargeable batteries versus disposable. Batteries are one of the most toxic elements in landfills today. Do your part to cut down on this harmful practice when you recharge instead of throw out. Think of all the money you'll save on batteries!



TIP 25 Decrease corporate travel.



Planes, trains, and automobiles add massive amounts of stress on the environment. Consider limiting corporate travel in favor of utilizing the latest communication technology to conduct long distance business with clients and partners. With instant messaging, VOIP, Skype, virtual meetings, and many other options, we can talk face to face without leaving the office, which saves money and the environment.



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Environmental awareness, eco-friendly products, and an attitude of reducing, reusing, and recycling are fast becoming a common part of our daily lives. Forward thinking businesses like yours are working together to create a new society that insists on green business practices in every aspect of corporate life.

Before you hire a green cleaning service discover:

**THE 5 QUESTIONS YOU SHOULD ASK
BEFORE YOU SIGN ON THE DOTTED LINE**

<http://info.greenhouseecocleaning.com/blog/bid/249034/5-Questions-to-Ask-Before-You-Hire-a-Green-Cleaning-Service>

As you explore this way of thinking we encourage you to visit our website at www.greenhouseecocleaning.com/services and try one of our 4 levels of eco-cleaning services in your office.

1. Choose how green you want to go.
2. Call or email us to schedule your eco-appointment
3. Customize your cleaning service so all your needs are met

GreenHouse Eco-Cleaning has helped hundreds of businesses like yours get clean, go green, and cut costs since 2006. We look forward to partnering with you to create a new level of green and clean in your office.

