

Your Sustainability Checklist

Use this checklist to start applying these sustainability principles to your everyday operational decisions.

Tip:

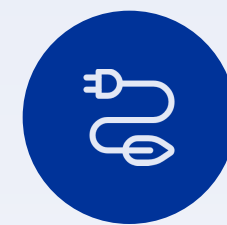
Look for technologies designed to reduce energy use, materials, and waste **at the source**, not compensate for inefficiencies later.



Reducing microplastics

Reduce microplastics by improving filtration, choosing low-shedding materials, and opting for toner-free printing.

- **Inventory common sources:** Identify high-shed materials in your workplace (flooring, furniture, textiles, packaging).
- **Build vendor questions into purchasing:** Ask how materials break down with real use, not just lab specs.
- **Evaluate equipment mechanics:** Flag technologies that have a high operating temperature — and require more energy — or rely on heat. (For example, laser printers that emit plastic particles during high-volume printing.) Explore lower-impact alternatives.



Improving energy efficiency

Save energy by using heat-free and LED technology, efficient HVAC, and power-smart equipment. Avoid equipment that has a high operating temperature (and uses heat) or requires long warm-up cycles.

- **Evaluate full-day usage:** Review energy use beyond peak ratings, including how devices behave throughout the workday.
- **Account for “in-between” energy:** Include idle, standby, and warm-up energy in stop-and-start office environments.
- **Ask about heat:** Confirm whether or not a technology requires heat to operate.



Reducing waste

Reduce landfill waste through recycling, reusing, bulk purchasing, and avoiding high-waste devices.

- **Track replacement drivers:** Identify what gets replaced most often (consumables, parts, packaging, components) and why.
- **Choose for durability:** Prioritize longer-life solutions that reduce replacement cycles and maintenance needs.
- **Right-size and consolidate:** Match equipment to real usage needs and avoid deploying unnecessary devices.



Planning for end-of-life responsibly

Ensure equipment and furniture are reused, refurbished, or recycled responsibly through certified programs and nonprofits.

- **Plan end-of-life at procurement:** Confirm reuse, recycling, and disposal options before purchase, not after.
- **Confirm take-back and recycling support:** Ask vendors about take-back, recycling, refurbishment, and reporting options.
- **Align teams and timelines:** Coordinate facilities, IT, and sustainability teams on refresh cycles and disposal plans.