



SAVE ELECTRICITY



Switch off the lights after use



Use of heavy equipment in non-peak hours



Replace the maximum used lights with solar LEDs



Avoid leaving the equipment in standby mode



Unplug inactive devices



Clean the fan and air conditioner filter regularly



Wash full loads of laundry in cold water



Adjust your thermostat while away and overnight



SAVE ENERGY



- ✓ Switch off the lights after use
- ✓ Use of heavy equipment in non-peak hours
- ✓ Replace the maximum used lights with solar LEDs
- ✓ Avoid leaving the equipment in standby mode
- ✓ Unplug inactive devices
- ✓ Take shorter showers
- ✓ Clean the fan and air conditioner filter regularly
- ✓ Wash full loads of laundry in cold water
- ✓ Adjust your thermostat while away and overnight
- ✓ Open hallway doors & open the windows at night if possible
- ✓ Air dry laundry by using a clothesline

1 TON LESS PAPER SAVES

17 TREES

380 GALLONS OF OIL

6953 GALLONS OF WATER

587 POUNDS OF AIR POLLUTION

4,077 KILOWATT HOURS OF ENERGY

3.06 CUBIC YARDS OF LANDFILL SPACE

Go Paperless!

Think before you
print

Use smaller margins

Print double sides

Recycle paper!

Conserve Water, Conserve your Future

WHAT DOES A 20% REDUCTION *in water use look like?*



AVERAGE DAILY USE

The average Californian uses 196 gallons of water per day. Here are some easy ways to reduce water use. Find the right combination for you to reduce by 20% or 38 gallons a day.



INSTALL AERATORS ON BATHROOM FAUCETS
saves

💧 **1.2 GALLONS**
per person/day



WASH ONLY FULL LOADS OF CLOTHES
saves

💧 **15-45 GALLONS**
per load



TURN OFF WATER WHEN BRUSHING TEETH OR SHAVING
saves

💧 **10 GALLONS**
per person/day



TAKE FIVE MINUTE SHOWERS INSTEAD OF 10 MINUTE SHOWERS
saves

💧 **12.5 GALLONS**
with a water efficient showerhead



FILL THE BATHTUB HALFWAY OR LESS
saves

💧 **12 GALLONS**
per person



INSTALL A WATER-EFFICIENT SHOWER HEAD
saves

💧 **1.2 GALLONS**
per minute



FIX LEAKY TOILETS
saves

💧 **30-50 GALLONS**
per day/toilet



💧 **10 GALLONS**
per average 10-minute shower



INSTALL A HIGH-EFFICIENCY TOILET (1.28 GALLON/FLUSH)
saves

💧 **19 GALLONS**
per person/day



RUN DISHWASHER WHEN FULL INSTEAD OF HALF FULL
saves

💧 **5-15 GALLONS**
per load



Please contact the HR
Department

Learn Proper Waste Management

1

Sort your trash into different bins.

With color coding and proper labelling, you can inspire many others to dispose of their garbage properly.

2

Choose to reuse.

You can maximize these items yourself or bring the reusable items to centers where it will be sorted and resold accordingly.

3

Recycle.

Don't know where to put those recyclables? Find the nearest local recycling center or know the schedule of your neighborhood recycling pick up.

4

Start composting.

Food and garden waste don't belong with the rest of your garbage. Use a compost pile or bin for quick, easy, and proper food waste disposal.

5

Practice proper disposal.

Know your neighborhood's garbage pick up schedule. Remaining garbage should be placed in a sealed trash bag and into the right bin.

REDUCE YOUR GARBAGE IMPACT TODAY.

WASTE NOT, WANT NOT

we are over 7 billion people on this planet,
of which 925 million are starving.



**PREVENT FOOD
WASTAGE!**

WASTE NOT, WANT NOT

FOOD FOR ONE



WASTE FOR NONE