

Staff Kitchen and Bathrooms

Reuse

- ♦ Use non-disposable tableware
- ♦ Reuse containers for storage
- ♦ Encourage employees to reuse items for lunches
- ♦ Collect and donate items to schools or the Sciencenter for children's craft projects
- ♦ Buy reusable coffee filters.
- ♦ Purchase supplies in bulk and reuse storage containers for these items

Water

- ♦ Purchase a water cooler to replace individual bottled water
- ♦ Provide employees with a reusable water bottle that can be refilled at a kitchen sink or from bulk water coolers

Composting

- ♦ Compost cups, plates, and utensils made from paper or biodegradable oils.
- ♦ Compost old coffee grounds and used filters
- ♦ Compost office food scraps. This can be done through on-site composting, or by sending food scraps home with a committed employee
- ♦ For more information on setting-up a composting program, contact Adam Michaledes Program Manager of the Master Composter program, at 272-2292.

Recycling and Donation

- ♦ Bring redeemable items to bottle and can collection facilities and grocery stores for a refund in your deposit
- ♦ Recycle containers when possible
- ♦ Donate unwanted food to local organizations, such as charities or homeless shelters
- ♦ Encourage employees to purchase goods in recycled and recyclable containers

Paper Towels

- ♦ Consider using a cloth towel service in kitchens and bathrooms.
- ♦ Use efficient, electric hand driers. For instance, the Xlerator, a LEED certified electric hand dryer, dries hands in 10 seconds and uses 80 % less energy than a typical hand dryer. Xlerator hand dryers can be purchased through Newton Distributing Company. For more details and pricing, call 877-837-7745.
- ♦ Use a cloth towel service in kitchens and bathrooms. Replacing paper towels with a 40-yard roll of cloth is a sanitary method to provide the same drying capacity as 30,000 C-fold paper towels
- ♦ Compost uncontaminated, used paper towels. Look to buy paper towels with look for recycled content

