

GO GREEN! | STEPS TO A SUSTAINABLE WORKPLACE

The City of Inver Grove Heights is committed to promoting sustainable practices that benefit employees, the community and the environment.

Help the City conserve natural resources, reduce waste, and reduce energy use by using the following tips!

Instead of filing printed documents, determine if you can e-file by saving in a computer folder. This reduces usage of paper and other supplies (such as staples, binders, folders and more).



Reduce paper use by printing and copying double-sided and only printing when necessary. Print in color only when needed to conserve printing resources.



Instead of printing meeting materials, project them on the meeting room's monitor (when available). VGA cables are connected in these rooms. Just rent a laptop from IT and plug in the VGA cable to project your documents.



Learn how to recycle right! View the office recycling guide [here](#) to learn what belongs in the trash, recycling and organics bins. Organics will be collected at IGH City Hall in May 2019! Stay tuned for more information.



Learn how to recycle non-traditional items such as batteries, light bulbs, electronic appliances and more [here](#). These items are recyclable, but not in your traditional recycling bin.



Turn off monitors, lights and other equipment when not in use. Turn off your computer when you leave for the day.



QUESTIONS, CONCERNS OR IDEAS?

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PLEASE NOTE!

This document is stored [here](#). Before printing, consider saving this to your computer files.

Reduce waste by using reusable water bottles and mugs.



When purchasing equipment or appliances, consider purchasing EnergyStar certified products when costs are within the approved budget. Find purchasing resources [here](#).



Reduce waste by packing your lunch in reusable containers and using reusable utensils.

