

Practices for Going Green

- Remove backlighting bulbs from vending machines
- Purchase bulk supplies for paper, oils, soaps, fluids, office supplies to cut down on packaging
- Use local oil and fluid recovery services for waste oil and batteries
- Use soybean ink in printers
- Go as paperless as possible and lean on e-mail instead of snail mail or faxes
- Use shredded paper as packaging material and re-use packaging for shipping
- Copy on both sides of the paper or use the blank side for scratch note paper
- Buy paper with the highest percentage of 'post-consumer recycled content' that is processed without chlorine or tree-free paper
- Install hand dryers in restroom or use unbleached paper
- Dispose of old TV's and computers properly by using your county recycling center. Some manufacturers offer rebates or discounts for trade-ins
- Erase and re-use computer disks
- Set up a 're-use center' for employees to use recycled binders, discs, folders, magazines, etc.
- If your community does not recycle, pair up with other local businesses to use a 'commercial hauler' to take your recyclables
- Clean out the shop and take scrap metal to be sold
- 'Grasscycle' – Don't bag grass cuttings
- Buy soap concentrate
- Look for compostable and recyclable packaging
- Use refillable pens instead of disposables
- Switch to electronic subscriptions and reports

- Provide bike racks at your facility
- Offer transit passes to employees who take the bus
- Offer preferred parking to employees who carpool
- Get an energy audit. Many States and utility companies offer them for free and some have benefits tied to them
- Look at your water and power bills monthly to be sure nothing is unusually high/leaking
- Install low-flow mechanisms to faucets and toilets
- Use an irrigation controller, rain shut-off or moisture sensor
- Use a broom not a hose to clean off sidewalks, parking lots and drives
- Wash boats and cars on the lawn using biodegradable soap products
- Collect rainwater in a trash bin to water plants
- Landscape with hardy, native plants that require little or no additional water
- Install timers to turn lights off automatically
- When buying look for sustainable, recycled, refurbished or used
- Properly dispose of all toxic substances including copier toner, ink cartridges and light bulbs
- Stay up on financial incentives offered to 'clean businesses' with your local regulatory agencies
- Use coffee mugs, refillable water bottles and washable plates and utensils in the break room
- If you have to buy paper plates get them without a wax coating
- Switch to rechargeable batteries where possible
- Donate used items
- Turn hot water heaters to low (120 degrees or less)
- Install an insulating blanket to the hot water heater and insulate the pipes at least three feet from the heater

- Clean the refrigerators condenser coils with a shop vac and make sure the unit has room to breathe with at least four inches from the wall
- Close the fridge door on a dollar bill. If it slides out easily, adjust the seal on the door or replace the gasket
- Set the thermostat for 68 in winter (55 after hours) and 78 or higher in summer. Easiest when using a programmable t-stat
- Purchase HVAC filters in bulk and change them monthly
- Use passive cooling devices like awnings, blinds, efficient windows, glass coatings and trees planted on the south side of the building
- Look into solar lighting options
- Look for areas that could use caulk or weather stripping
- Compare energy guide labels when shopping for appliances
- Make sure your computers 'sleep modes' are on
- Turn off computers, monitors, printers and fax machines if they will not be used for 15 minutes or more
- While working on motors use approved methods for collecting and disposing of fuel, oil etc and clean up spills responsibly
- Use citrus based solvents like limonene instead of toxic solvents whenever possible
- Look for non-toxic and biodegradable cleaning products and pest control products and methods
- Use a box of baking soda or a jar of spices instead of toxic air fresheners
- Use a plunger, snake, or enzyme based drain cleaner
- Refuel trucks and boats during the coolest part of the day
- Don't 'top off' fuel tanks
- Try to commute during non-peak hours to avoid traffic

- Arrange for flexible work hours like working 3 days a week for 13.3 hours
- Set up local day care
- Bring in health care professionals for inoculations
- Favor local materials that did not have to travel far
- Avoid aerosol cans and use pump sprays instead
- Set up a break room so employees do not have to leave for lunch
- Direct deposit payroll so no one has to go to the bank
- Volunteer, donate or partner with local green initiatives
- Share your green practices by speaking or writing with local schools, chamber of commerce and economic development council meetings and industry outlets like dealer meetings and manufacturer publications, websites, and blogs.
- Teleconference or participate in webinars instead of traveling for business when possible
- Reward the employees for contributing ideas and support to the dealerships eco-efforts