

# MEMO

**To:** Campus Community

**From:** Monique Horton, Interim Director  
Physical Facilities Planning & Management

**Date:** February 26, 2016

**Subject:** Green Initiatives



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## Recycling

- Promote recycling at each individual desk side. Green bins are not removed by BSW from the desk side. Individuals volunteer to receive the green bins and should empty them into the larger recycling containers located in the hallways.
- Dormitory should promote the recycling of materials to the larger trash rooms on each floor.

## Energy

- Temperature settings may be placed to allow for compliance with the City of Chicago. Settings should be set and varied for comfort only slightly to save on energy usage and cost.
- Power down and unplug your computer and other devices before leaving for the day and on weekends. Any object plugged in although minimal, draws a current and uses electricity.
- In a building, consolidate meetings to the same room and power down other conference rooms.
- Turn off lights prior to leaving at the end of the day and weekends. Also turn off lights in rooms that will not be used for hours.

## Water Usage

- Usage measured in gallons may be reduced by simply turning faucets all the way off, not allowing them to constantly drip. Do not allow faucets to run for an extended period prior to or after actual use.
- Putting extra paper or things not intended for the toilets cause an extra amount of water to be used.

## Paper Products

- Elimination of the use of paper towels in areas where electric hand dryers are available.