

Ways To Reduce Your Office Waste

Double-Sided Prints 1. Print Double-sided for all documents whenever possible
2. Program copiers/printers to Double-sided default setting
• It is possible to reprogram your printers/copiers to always print double-sided.

1.



PDF file-sharing

Create a PDF for files to be shared via email
• ask IT to install an Acrobat Adobe Professional program on your computer if you don't already have one
• alternative to faxing → saves more paper and ink

2.



3.

Postings



Print out one copy of a file and post on a centralized posting board

4.

Close The Loop



Buy 100% Recycled Paper



5.

Solid Ink Printers



Invest in an Solid-Ink Multi-purpose printer
• Solid Inks (Wax inks = less messy, less toxic, low cost)

Check out our website for more information:
<http://r4.ucdavis.edu/headlines/pilot.html>

6.

One v.s. Many




Use one efficient and sustainable centralized copier/printer instead of several individual ones

7.

Sustainable Office Supplies



The UCD Bookstore and  carries recycled office supplies:
notebooks, pen & pencils, post-its, note cards, etc
• buy recycled

8.

Reuse



Reuse everything you can!

- Use the back side of a post-it
- Reuse paper clips
- Use the back side of a no-longer-needed paper

9.

Zero Waste



Make all your events Zero Waste events

- Put in a Work Order at 2-1655
- Check Zero Waste option on Sodexo catering orders

10.

Kitchenware



Bring your own to reuse and reduce waste:

- Tupperware (to pack food in)
- Silverwares
- Mugs (coffee, tea, water)
- Ceramic plates/bowls (they are best for microwaving food)



UCDAVIS

FACILITIES MANAGEMENT

Buildings & Grounds: Recycling

The University of California, Davis • One Shields Avenue • Davis, CA 95616

Hours: 8:00AM - 5:00PM Phone: (530) 752-7456

Web: r4.ucdavis.edu