



www.marioninstitute.org

GREENING THE OFFICE

Everyday Practices for a More Sustainable Office

The Marion Institute team thinks of creative ways to green the office by implementing innovative solutions. We are taking the theory of "Walk your Talk" to a whole new level! We envision this to become a tradition at the Marion Institute – to take it one step further and embody the words of Ghandi and *"be the change that you wish to see."*

SUSTAINABILITY - In a broad sense, is the capacity to endure. In ecology, the word describes how biological systems remain diverse and productive over time. For humans, it is the potential for long-term improvements in wellbeing, which in turn depend on the wellbeing of the natural world and the responsible use of natural resources.

In addition to living in a green building, we at the Marion Institute have implemented and continue to implement everyday practices that will make our office more sustainable. Below is a partial list of practices that we hope can serve as a positive model for others. This is also available at www.marioninstitute.org.



Reduce, Reuse, Recycle

We practice this as best as possible! We have greatly reduced the amount of waste that we generate over the last few years. We reuse as much as possible in the office, almost nothing here has one life or purpose.

- We recycle all materials that the Town of Marion accepts, including **plastics, paper and metals**. In addition, we take all **cardboard** off site to be recycled.
- We save all **one sided printouts** that we don't need and either reuse them by printing on the second side or we turn them into notebooks.
- We do as many **edits on screen as possible**, trying to print only what we need.
- We have reduced and eliminated most of our **unwanted junk mail, catalogs and magazines**, saving hundreds of pounds of paper a year.
- **Double sided printing** on almost every document.
- We use **100% post-consumer* recycled paper** for all of our paper needs, copying, paper towels, toilet paper, etc.

**Post-consumer content is a material that has served its intended use and instead of being disposed of it is being reused in a different product. If a product is labeled "recycled content," the material might have come from excess or damaged items generated during normal manufacturing processes-not collected through a local recycling program.*

REDUCING OUR CARBON FOOTPRINT

- **Carpool** to meetings and events as much as possible. In addition, when leaving the office for meetings we try to group as many meetings or errands into that one day out of the office.
- **Promote cycling** to work. There is a bike rack out front for use made from recycled steel, and employees are able to use the showers next door at BBI after their ride.
- **Shut off all lights** when not in use.
- **Shut off printers and computers** at night.

- Use as much **natural lighting** as possible, increasing the overall working conditions and saving on the amount of electricity used.
- Use **heat and air conditioning** as sparingly as possible (due to the excellent thermal envelope the need for both of these is limited). Also, we dress accordingly and utilize natural cross breezes and ventilation for cooling.
- We have **power strips** on almost all equipment that can be powered down at the end of the work day.

“GREENING” TIPS FOR THE KITCHEN & GARDEN

- Run the **dishwasher** only when full.
- Have **reusable dishware** for all staff members and guests, eliminating the use of disposable items.
- Have **take-out containers** that we often bring to restaurant for our take-out, eliminating the use of take-out containers.
- **Compost** all kitchen waste for use in our garden.
- Use **dehumidifier water** in the garden.
- Have a **water purifying machine**. Eliminating the use of individual water bottles, while at the same time promoting better health for our staff and guests.
- Use **cloth napkins**, dish towels and hand towels reducing the need for paper towels.
- The Marion Institute practices the principles of **edible landscaping**:
 - This is our effort to localize our food system as much as possible and provide healthy, organic, fresh produce for our staff, interns and guests.
 - The garden greatly increases our connection with our food.
 - It will be used as an educational model for our staff, our guests and the community at large.
 - It is the most sustainable means of landscaping that is possible on our site.

PURCHASES

- When possible we **buy in bulk** so that shipping and packaging waste are reduced, and reuse the shipping boxes.
- Utilize all **green cleaning** products that are purchased locally.
- Recycle our empty **ink cartridges** and purchase recycled ink cartridges.
- Build shelves using local wood and buy **used furniture**.

For more information or just to chat about our *Everyday Practices for a More Sustainable Office* and if you know of anything more we can do, please contact us at 508.748.0816 or info@marioninstitute.org

www.marioninstitute.org