



Green Matters

Actions today for a healthier tomorrow

Greening Your Office Space

Whether your home or work office is getting re-configured, or you just need to brighten up your work space, every employee can contribute to a green office environment. Here are some ideas you may not have considered:

Office Space Planning

- **Eliminating walls** increases daylight and encourages teamwork and communication; even using shorter (> 5ft) partitions for cubicle walls helps.
- **Locating printers, copiers and recycling in one area** reduces the amount of equipment needed, limits noise, encourages recycling, and decreases the amount of pollutants introduced into occupied spaces.

Furniture and Office Accessories

- **Purchasing used furniture** can save up to one-third the cost. If buying new, look for recycled content, sustainably harvested timber, and minimal use of PVC.
- **Personalizing your workspace** through plants or artwork, is cheap & immediately brightens up a space. Plants also remove CO2 and produce oxygen.

Working in Your Space

- **Communicate the features** of your office & educate new employees on how the office operates, everything from recycling locations to doublesided printing defaults.
- **Turn off lights & equipment** when not in use, including both your work space and common areas like conference rooms.
- **Stock the Kitchen.** Instead of picking up a plastic fork and knife when you grab lunch to go, collaborate with coworkers to stock you kitchen with silverware and plates.



Dig Deeper with these Resources:

- [City of Portland's Green Tenant Improvement Guide](#)
- [Facilities Services Project Management](#)
- [City of Seattle Green Building Tenant Improvements Website](#)
- Brown bag Tuesday Oct. 27 -- *Multiple Generations in the Workplace & Other Trends Affecting How We Use Space* (noon-1pm; location TBA)

Brought to you by the OMF Green Roots Team

Electronic versions are available at www.portlandonline.com/OMF/GreenMatters