

WASTE PREVENTION AND RECYCLING

Recycling is law in the District of Columbia. All owners and occupants of commercial property are to separate for collection all recyclable materials from the solid waste stream.

Things you can do to help?

- Email when appropriate
- Use bulletin boards to post memos or newsletters instead of making multiple copies
- Draft and review documents electronically
- Print only what you need
- Do doubled-side copies
- Create an electronic filing system
- Order in bulk
- Buy recycled content products
- Reuse messenger envelopes, filing folders and office supplies
- Refuse unwanted mail
- Use reusable food and beverage containers
- Recycle paper, cardboard, bottles and cans, toner cartridges and electronics.

Important Facts

- A leaky faucet can add up to 165 gallons a month. That's more than one person uses in two weeks.
- A compact fluorescent light uses 75% less energy than a conventional bulb —and it can last up to 4 years.
- The typical U.S. family spends almost \$1,500 a year on utility bills. About 60 percent is in the form of electricity; the remainder comes mostly from natural gas and oil. Forty-two percent of an average family's energy bills is spent to keep homes at a comfortable temperature.
- Incinerating 10,000 tons of waste creates 1 job; land filling 10,000 tons of waste creates 6 jobs; and recycling 10,000 tons of waste creates 36 jobs.

—Let's recycle!



Adrian M. Fenty
Mayor

DISTRICT'S ENERGY CONSERVATION GUIDE

DISTRICT OPERATED FACILITIES



*Prepared by the
Office of Property Management
District of Columbia Government*

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ENERGY CONSERVATION PROGRAM AT DISTRICT OPERATED FACILITIES

ENERGY CONSERVATION

Energy conservation requires change in our daily routines. At work follow some of these simple steps to conserve energy:

- Use natural lighting when possible and turn off unnecessary lights;
- Turn your computer and monitor off every night;
- Look for the Energy Star® label when purchasing new office equipment and appliances;
- Establish a preventive maintenance schedule for your electronics.
- Scan documents and photocopy only when needed;
- Carpool, bike, use public transportation—or simply walk when commuting to/from the office or appointments, when possible.



WATER CONSERVATION

- Use drought-resistant plants for landscaping purposes;
- Use drip irrigation;
- Capture rain water and/or reuse gray water for irrigation purposes;
- When renovating a space install high-efficiency and low-flow fixtures;
- Store drinking water in the refrigerator. Don't let the tap run waiting for cool water to flow;



BUY RECYCLE CONTENT

The District government promotes the purchase of Environmentally Preferable Products (EPP) that have a lesser effect on human health and the environment and help conserve natural resources.

District agencies are required to buy 35% recycle content paper and are to set their



printers to do doubled-sided copying. Doubled-sided printing reduces paper consumption by 50% .

For more information on EPP products, contact the Office of Contracting and Procurement (OCP) at 727-0252 or visit their website at www.ocp.dc.gov.

Did you know...

The United States uses nearly \$1 million dollars worth of energy each minute, 24 hours a day, every day of the year. With less than five percent of the world's population, we consume about one fourth of the world's energy resources—that's about six times more energy than the world average.



Please help us reduce energy demand, cut energy costs, and protect natural resources.

For more information contact:

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