

# What You Can Do to Help:

## In Your Home

- **Recycle aggressively: newspapers, bottles and cans, aluminum foil, etc.**
- **Don't use electrical appliances for tasks you can easily do by hand**
- **Use canvas tote bags instead of disposable bags**
- **Store food in re-useable containers**
- **Purchase appliances that have the Energy Star rating**
- **Turn down the heat and turn off your water heater when you are on vacation**
- **Install an automatic thermostat for your furnace/air conditioner**
- **Check your home insulation to see if it is adequate**
- **Don't leave water running needlessly**
- **Turn off lights when leaving a room - even for a short time**
- **Clean the lint filter in your dryer after every load**
- **Unplug seldom used appliances**
- **Wash clothes with warm or cold water instead of hot**
- **Reverse your indoor ceiling fans for summer and winter operations**
- **Keep your thermostat at 68 in winter and 78 in summer**
- **Maintain the recommended air pressure in your car tires**

## In The Office

- **Re-use manila envelopes, file folders and paper clips**
- **Use glassware and coffee cups instead of disposable cups**
- **Recycle paper and cardboard**
- **Use scrap paper for informal notes**
- **Print or copy on both sides of the paper**
- **Use recycled paper**
- **Turn off the light in unused space**
- **Use e-mail instead of paper correspondence**

