

Green My Move

checklist



Box Reuse: I'm dropping off and picking up used cardboard boxes for reuse at the designated location in my House Office Building. If needed, my office is purchasing 100% recycled content boxes and biodegradable bubble wrap from the House Office Supply Store.

Crate Rental: I'm considering renting a reusable moving crate (if participating in an inter-office move) to make my carbon footprint almost 25 times less compared to a single-use cardboard box.

Green Lights: My lights and fixtures in my new office should already be outfitted with Compact Fluorescent Light (CFL) bulbs. I won't throw these in the trash, but will contact the House Superintendent at 5-4141 for pick up or delivery of new bulbs.



Paper Shredding and Recycling: I'm taking advantage of the document destruction and recycling service offered on consecutive Fridays during November and December. Paper from my office that doesn't need shredding has been removed from binders and recycled.

Green Windows: My new windows may have material-saving curtain swags and insulating green shades that let light in, but keep heat and cold out.

Office Supplies: I've dropped my office's unwanted but reusable supplies (binders, folders, in/out boxes, books, paper and desk accessories, etc) at the Office Re-Supply Location in my building. I've browsed these locations for supplies for my new office if needed.

Electronics Recycling: I've separated spent batteries, small electronics including cellular devices, CDs/DVDs and cartridges from landfill waste and appropriately recycled them.

Green Carpet: My new carpet contains very low quantities of Volatile Organic Compounds (VOCs) which contribute to poor air quality in buildings, and all carpet is recycled at the end of its life.

Recycling Bins: I've contacted House Recycling Coordinator Pat Moran at pmoran@aac.gov or 5-9563 to request paper, bottles/cans recycling, compost and landfill waste bins for my new office if needed. I've also asked Pat for a One-Side-Clean paper bin for scratch paper in my new office.

Green Paint: My new office is painted with low VOC paint.

Energy Efficiency: I'm considering EPEAT energy-efficiency standards (www.epeat.net) when purchasing computers, monitors and laptops for my new office, and ENERGY STAR® (www.energystar.gov) standards for all other energy-using appliances including printers, televisions, and water coolers.

Green Furniture: My "new" furniture is actually refurbished and reused over many years. Eco-friendly and recyclable leather re-covers chairs and water-based lacquers and alcohol-based dyes are used for furniture refinishing.

Resumes: I've taken advantage of the electronic Resume Drop service (if looking for a new job) available at <http://onlinecao.house.gov/111transition/resume/resume.shtm>

Smart Power Strips: My new office may have an energy-saving Smart Strip power strip. I've activated power management settings on my computer and contacted my TSR at 5-6002 to make sure my power strip is properly installed and I know how it works.



For more information visit: <http://onlinecao.house.gov/pictureyourmove> or contact the Green the Capitol office at greeninfo@mail.house.gov or 5-2393.

