

# STAFF SUSTAINABILITY PLAYBOOK

In order to achieve the goals in the Sustainability Master Plan by 2030, we need your help! Think of this playbook as a guide to how you can live out the Plan.

## Dress for the temperature.

Put on a sweater before turning up the heat or switch on a fan before cranking the AC.

CONSERVE ENERGY

## Power down

lights and equipment when not in use, close windows when heating/AC are on, and set computers to turn off after 30 minutes of inactivity.

CONSERVE ENERGY

## Reduce air travel.

Consider a comparable virtual opportunity, go for a road trip, or if necessary, offset your flight.

CONSERVE ENERGY

## Swap your regular lightbulbs for LEDs.

Save energy and money on your electric bill.

CONSERVE ENERGY

## Green your commute!

Explore ways to walk, bike, take public transit, or carpool to campus at least once per week.

DRIVE LESS

## Eat fewer animal products.

Try making a couple meals vegan or vegetarian each week.

REDUCE WASTE

## Make your events Zero Waste

by requesting reusable or compostable service ware and filling out [this form](#).

REDUCE WASTE

## Drink tap water!

Utilize the filtered water bottle refill stations on campus instead of purchasing single-use bottles for your office.

REDUCE WASTE

## Keep a reusable mug, utensil set, container, bag in your office.

Encourage your department to eliminate single-use item purchases.

REDUCE WASTE

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## Eliminate junk mail

and opt-in to paperless billing for all your services.

Tip: check out [stopjunkmail.org](http://stopjunkmail.org) and the [FTC's website](#).

REDUCE WASTE

## Share stuff!

Office supplies, appliances, etc. -- coordinate with your department or other nearby colleagues to avoid duplicate purchases.

REDUCE WASTE

## Become a My Tiny Trash advocate.

Learn more about what is and is not recyclable on campus [here](#).

REDUCE WASTE

## Report leaks,

broken sprinklers, malfunctioning heating and cooling equipment to the Facilities One Call Line 865-946-7777.

SAVE WATER

## Become a Green Office.

Volunteer to be the sustainability rep for your office, make a plan, and get certified [here!](#)

LEARN & ENGAGE

## Advocate for more.

Tell your supervisors, administrators, etc. that you want to see sustainability better integrated into your corner of campus

LEARN & ENGAGE

## Learn about it!

Audit a class, schedule a training with the Office of Sustainability for your office, or check out our [resource guide](#).

LEARN & ENGAGE