



FLEESON'S GREEN EFFORTS

Previous Practices:

1. Recycling
 - a. printer cartridges
 - b. bottles, cans
 - c. client material Cintas shreds & recycles
2. Reusing supplies
 - a. file folders, binders, etc.
3. Grouping distant runs to cut back on travel
4. Linking emails to TM instead of printing

Recent Changes:

1. Permanent tableware to replace plastic and Styrofoam
2. Full office recycling program
 - a. labeled bins in common areas
 - b. labeled boxes at desks & in offices
 - c. taken out every Thursday
3. Recycled paper (30% recycled content)
 - a. copy paper
 - b. letterhead paper
 - c. envelopes
4. LED lights to replace halogens
 - a. front desk
 - b. other offices, common areas, etc.
 - c. bulb costs
 - i. Change halogen lights 6 times/yr \approx \$15/yr
 - ii. Change LED lights 1 time/4 yrs \approx \$25/4 yrs = \$6.25/yr
 - d. energy costs
 - i. 20 halogen lights: \$2.64/24 hrs
 - ii. 20 LED lights: \$0.32/24 hrs
5. Green Ideas contest
 - a. \$25 gift certificate to person with best "green" idea for the office
6. Tech changes
 - a. moving to more efficient servers
 - b. energy costs
 - i. old servers: \$207.74/mo
 - ii. new servers: \$180.51/mo
 - iii. old desktops: \$445/mo (\$14.85/day)
 - iv. new desktops: \$115/mo (\$3.80/day)

Future Changes Considered:

1. System for used paper (not client-related)
 - a. bypass tray or individual
 - b. for drafts, emails, directions
2. Paperless accounting options
 - a. send out electronic invoices and statements
 - b. choose to receive electronic invoices when possible
3. Creamer dispenser instead of individual cups
4. Change standby and monitor settings on computers
 - a. turn off monitor after shorter period – e.g. 10 min
 - b. standby after shorter period – e.g. 1 hr
5. Using shredded paper for packing

Suggested Individual Practices:

1. Use paper clips instead of staples
2. Turn off and/or unplug electronic devices when not in use
 - a. smart power strip
3. Print as little as possible
 - a. use Time Matters database
4. Turn off lights
 - a. 26 switches (16 up, 10 down) on our 2 floors
 - b. if you leave after 5:00, turn off any switch you see
5. Try some things at home
 - a. I'll be putting tips in the monthly newsletter
 - b. lots of info on the internet:
 - i. www.goodguide.com – info on the greenness of the products you buy for everyday use
 - ii. www.globalgreen.org – lots of tips on how to save energy, conserve water, etc.
 - iii. www.shft.com – environmental news and products, lists of resources
 - iv. www.sedgwickcounty.org/environment/recyclingguide.asp – list of all recycling centers in Sedgwick County



FLEESON
GOONG
ATTORNEYS AT LAW