

## **DFAIT GREEN OFFICE CHECKLIST**



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When photocopying, produce only double-sided documents. Most of our photocopiers are equipped with automatic double-sided capabilities -- the extra time it takes to produce double-sided copies **IS** worthwhile!

Collect paper that has previously been used on one side and reuse it for such things as fax messages, draft documents, cutting up for notepads, circulation slips.

Reduce fax-related paper waste at both ends by not using a fax cover sheet on correspondence (i.e., memoranda and letters). Type "by facsimile" at the top of a letter/memo and avoid using a cover sheet; forward the original hard copy by mail. When faxing a document which does not require lengthy or formal comments, use smaller cover sheets. Instead of using a full page, use a half page. If you send five faxes a day, you will save the equivalent of six roles of paper in a year!

If your office is ordering and/or upgrading fax machines, request that consideration be given to purchasing a bond paper fax machine.

Circulate documents and post notices rather than photocopying and distributing multiple copies.

Edit documents on-screen rather than printing unnecessary draft copies. Use the "view document" feature to get an idea of how your document is looking.