

DFAIT GREEN OFFICE CHECKLIST



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.