

A modern, multi-story glass-walled building with balconies. In the foreground, there is an outdoor lounge area with wooden furniture and a desert-themed landscape with various cacti and succulents. The scene is set against a clear blue sky.

GREEN LIVING GUIDE

FOR RESIDENTS

WHY GO GREEN?

The Green Living Guide offers a holistic approach to adopting a more sustainable lifestyle. Small changes can make a huge difference, and there are many added benefits to striving for an eco-friendly way of living.

These guidelines contain numerous no-cost and low-cost ways you can go green. There are simple and easy measures you can take to save energy, conserve water, limit your waste, improve your surroundings and reduce your impact on the environment.

By following the recommendations set forth in this Guide, you can save money, enhance your quality of life and help protect people and the planet for generations to come.

TABLE OF CONTENTS

03	ENERGY EFFICIENCY
04	WATER CONSERVATION REDUCE &
05	REUSE
06	WASTE REDUCTION & RECYCLING
07	PURCHASING
08	CLEANING
09	TRANSPORTATION
10	FIT-OUT GUIDE
11	RESOURCES



ENERGY EFFICIENCY

Decreasing your energy use reduces greenhouse gas emissions and can save you money.



HEATING & AIR CONDITIONING

- **Keep windows closed** when the heater or air conditioner is running.
- Make sure furniture is **not blocking any vents**.
- Use window blinds:
 - **In the winter**, downward slanting blinds permit sunlight to enter the room and increase warmth.
 - **In the summer**, close the blinds (with the slats in the up position) as tightly as possible. This will reflect light and heat and create a pocket of air that will serve as an excellent insulator.
- **In the winter**, switch the ceiling fans to spin in reverse to circulate warm air downward (the fan will turn clockwise when looking at the fan from below).
- Place a **draft stopper** under exterior doors.
- Layer clothing in the winter. The Department of Energy calculates that your energy **bill will increase 3% for each degree** you raise the thermostat.
- If you have a programmable thermostat, **set the temperature so heating/cooling is minimized** when you are at work or away for an extended period.



ELECTRONICS

- Some electronics draw electricity when they are plugged into an outlet (phantom electricity). **Plug electronics into surge protectors and turn off power strips** when electronics are not in use. EXCEPTION: Electronics that require power to access an Internet connection for regular updates.
- **Save money** by shutting down a home computer if you don't expect to use it for the next two hours. Turn off the monitor if the computer is not going to be used within the next 20 minutes.
- As you replace equipment, look for **ENERGY STAR®-certified products** that conserve energy.



THE KITCHEN

- Thaw frozen foods in the refrigerator before cooking to **reduce cooking time**.
- Minimize the number of times the oven door is opened during baking. **Each opening can reduce the oven's temperature by 25°F**.
- When possible, **use smaller appliances** to cook.
- **Cover pots and pans** when cooking to reduce cooking time.
- To ensure food safety, keep the refrigerator temperature set between **36°F to 40°F** and the freezer at **0°F**.
- Don't overcrowd the fridge or freezer; freezers should not be more than **two-thirds full**.
- Keep the freezer and refrigerator **organized** to reduce the amount of time the door is open.
- Turn off the drying function of the dishwasher. Leave the door open to **air-dry dishes instead**.



LIGHTING

- **Turn off lights** in unoccupied rooms.
- Take advantage of **natural daylight**.
- When working or reading, **use task lighting** (such as desk lamps) rather than lighting the entire room.
- **Dust lamps and light fixtures** to remove layers of dust, which obstruct light emission.
- Switch to **LED lights**.



WATER CONSERVATION

Saving water will not only decrease your water bill but will also conserve energy used to treat and deliver the water. It can help protect wildlife habitats by reducing the need for new water sources, which can disturb the ecosystem.



THE KITCHEN

- If your sink is equipped with a sprayer, **use the sprayer to rinse your dishes** and don't leave the water running continuously.
- Load the **dishwasher to capacity**. A full load will save water, energy and detergent.
- **Avoid rinsing dishes unnecessarily** before loading them in the dishwasher.
- Select the **short cycle** option on your dishwasher.
- Keep drinking water in the refrigerator instead of letting the tap run while you wait for the water to cool.
- Keep pitchers or basins around to **collect water that runs** while you adjust the water temperature. You can use this as drinking water or reuse the water to rinse dishes, to fill pet bowls or to water your plants.
- Wash your fruits and vegetables **in a pan of water** instead of washing them with water running continuously from the tap.
- **Soak pots and pans** instead of letting the water run while you scrape them clean.
- If you accidentally drop ice cubes when filling your glass from the freezer, don't throw them in the sink. **Drop them in your plants instead.**
- Instead of using running water, defrost food in the refrigerator for water efficiency and food safety.



THE BATHROOM

- Report any **malfunctioning toilets or dripping faucets** to property management.
- Take short showers; aim for **five minutes or less**.
- **Turn off running water** when washing your face or brushing your teeth.
- When running a bath, **plug the tub before turning on the water**; then adjust the temperature as the tub fills.
- Fill the sink with **just enough water** to rinse your razor before you shave instead of running the water while shaving.



LAUNDRY

- Always **adjust your washer's load setting** to match your laundry load size.
- Washing dark clothes in cold water **saves both water and energy** and helps your clothes keep their colors.
- Choose **biodegradable detergents** over traditional, synthetic detergents made from petrochemicals.
- Use an **eco-friendly dry cleaner** that does not use perchloroethylene, a chemical that can be harmful to humans.



IRRIGATION

- Please report **irrigation breaks, broken sprinkler heads, suspected leaks in the system** or any areas where you notice the irrigation system may not be watering on a regular schedule to property management.



Report all water leaks, water stains and dripping faucets to property management. Even the smallest leak can lead to huge water waste or a potential emergency.

REDUCE & REUSE

Source reduction is the best way to conserve resources and reduce pollution. You can't throw away what isn't there! Challenge yourself to find ways to either go without or reuse.



PAPER

- **Stop junk mail** by registering at www.dmachoice.org.
- **Unsubscribe from catalogs** you never read by going to www.catalogchoice.org.
- **Opt out of receiving insurance and credit card offers** at www.optoutprescreen.com.
- Utilize email and **pay bills online**.
- Use **electronic notes** and to-do lists on smartphones.
- **Reuse as note paper** any paper that has been printed on only one side.
- Use a **white board or dry erase marker on mirrors** to write reminders and notes.
- **Avoid buying wrapping paper** – reuse gift bags, magazines or newspaper.
- Buy in bulk to **reduce packaging**.



REUSE

- Utilize **reusable coffee filters**. Some are even made from renewable resources such as hemp or organic cotton.
- Keep **reusable shopping and produce bags** in your car so you will have them on hand when you shop.
- Avoid buying water in disposable plastic bottles; instead, **use reusable BPA-free water bottles**.
- Buy a **water filter pitcher** for your refrigerator to fill your reusable water bottle.
- Reusable mugs and insulated cups keep coffee hot longer and reduce the amount of non-biodegradable Styrofoam from entering the landfill. You can also **receive a discount** off any beverage when you bring in a personal cup at many coffee shops.
- Pack your lunch in a **lunchbox** and use reusable **sandwich bags**.
- Use **cloth napkins** instead of paper napkins.



FIX FIRST

- Favorite pair of pants ripped? Take them to a tailor for repair for likely less than the price of a new pair.
- Take worn or damaged shoes and leather goods to a **cobbler**.
- Use electrical tape or Sugru[®] to mend headphones and laptop chargers with exposed wires.
- Cracked **cell phone screens can often be fixed** without replacing the whole phone, and typically at a much lower price.
- **Drop your phone in water?** Quickly and carefully power off the phone, remove the battery and SIM card (if possible) and dry the phone as best you can with a towel. Then, place all parts in a bowl of uncooked rice (wrapping the phone loosely in a paper towel first), or in a Ziploc[®] bag with desiccant packets, and leave for 24 to 72 hours to absorb any remaining moisture. (Bonus: Save any moisture-absorbing packets from products you purchase in a Ziploc[®] bag to prepare for this type of accident.)

PRINTING

- Only print when **necessary**.
- Always **review a document in Print Preview** to find and correct mistakes before printing.
- If your printer duplexes (**double-sided printing**), set it as the default.
- When printing a web-page, copy and paste the link into www.printwhatyoulike.com to **optimize the web-page for printing** (for free).
- Use software such as **GreenPrint**, which analyzes documents looking for **ways to reduce waste**.
- **Save on ink** usage by switching to fonts with a lighter font-weight or a smaller size. (e.g., Century Gothic, Courier or Garamond).

WASTE REDUCTION & RECYCLING

Recycling allows individuals to decrease the negative impact of the waste they produce by conserving natural resources, saving landfill space and reducing water and air pollution.



ELECTRONIC E-WASTE

- **Used cell phones and accessories can be recycled** at most major phone retailers or through non-profit organizations raising money through cell phone recycling programs.
- Most large national electronics stores offer recycling drop off for **TVs, DVD players, cell phones, cameras, music players, computers and appliances**. Some retailers even offer a pick-up service.
- Send old **iPads, iPhones or Macs** to Apple for free where they will recycle it for you and possibly give you an Apple gift card if the item has monetary value. See www.apple.com/shop/trade-in.



LIGHT BULBS, BATTERIES AND INK/TONER CARTRIDGES

- Handle CFLs safely and dispose of them responsibly. **CFLs contain a small amount of mercury** and recycling these bulbs prevents the release of mercury into the environment. Check with your area home improvement store about disposal.
- Recycle your old **general-use, phone and laptop batteries** at a local drop-off center.
- Most major **auto parts stores** accept used car batteries for recycling.



GREASE

- **DO NOT** pour your used cooking oil down the sink. This practice can back up your sink and cause problems throughout the sanitary sewer system.
- More and more cities are offering recycling drop-off points for used cooking oils. **Check with your municipality.**
- If you must throw grease away, allow the oil to completely cool and **place it in a sealable container**, such as a peanut butter jar and place in the trash.



RECYCLING EVERYTHING ELSE

- Check with your property manager for guidance on recycling of **plastic, paper, aluminum and glass**. Go to www.earth911.com for recycling locations of other items.
- **Donate or sell to charity thrift stores** or resale shops. Charity thrift stores accept all types of items from furniture to dishes to books.
- **Utilize websites** such as **Facebook Marketplace, eBay**, or **Craigslist** or donate or sell items.
- **Recycle shoes** at Soles4Souls. For drop-off locations, visit their website at www.soles4souls.org.
- **Return the hangers and plastic bags** to your dry cleaner on the next visit.
- **Reuse Styrofoam packing peanuts** or take them to a UPS store.
- Join Freecycle: Freecycle is a grassroots, nonprofit movement of people who are **giving and getting stuff for free within their neighborhoods**. Check out: www.freecycle.org.

PURCHASING

Buying “green” has positive impacts on your health the environment, the local economy and your wallet.



GENERAL

- Buy **second hand** when possible.
- Choose items made from rapidly renewable resources, such as **cotton, wool, hemp, soy, bamboo and cork.**
- **Avoid excess packaging** by choosing larger sizes/quantities instead of smaller, individually packaged items.
- Buy products in **reusable containers.**
- Purchase products that can **eventually be recycled.**
- **Shop local** whenever possible.
- Support **small businesses.**
- **Avoid** impulse buys.
- Look for **third-party** green certified products.



FOR THE HOME

- Purchase paper products that are made from **post-consumer recycled content.**
- **Rechargeable batteries will save you money.** Bring old batteries to your local office or electronics store for proper recycling.
- Read cleaning product labels carefully before purchasing. If a product has a warning label because it contains **known hazardous chemicals,** consider one of the alternatives in the Cleaning section of this guide.
- Purchase recyclable **plastic pump-spray bottles** instead of aerosol cans.



FOOD

- Purchase **local, in-season** produce to support your local community and limit the distance produce travels.
- Shop at your **local farmer’s market.**
- Look for **Fair Trade-certified** items.
- Local, **organic free-range eggs** are generally higher in vitamins and minerals than mass-produced eggs.
- Join the **“Meatless Monday”** trend.
- Choose dairy products with **no artificial hormones or antibiotics.**
- Learn about the **“Slow Food”** movement.
- Buy **organic fruit and vegetables** if possible. The top three foods contaminated with the highest number of pesticides are apples, strawberries and grapes.



CLOTHING AND PERSONAL CARE

- Have a **clothes swap** with friends.
- Shop **resale shops.** Often you can find new items that still have tags.
- When buying new clothing, look for items made from **renewable materials** such as cotton or hemp.
- Choose **petroleum-free cosmetic products** that do not contain mineral oil, paraffin or propylene glycol. See Environmental Working Group's Skin Deep® database for toxicity ratings of common cosmetic products www.ewg.org/skindeep.
- Look for **certified organic** personal-care products.
- Use **aluminum-free** deodorants.



CLEANING

Green cleaning helps keep toxins and chemicals out of the air, water and soil, and can save you money.



GREEN CLEANING PRACTICES

- To lessen moisture in your home, **always use ventilation when cooking and bathing.**
- Many vacuums disperse small bits of dust. Look for vacuums with **HEPA filters** (high-efficiency filters that catch tiny particles) and dirt sensors that signal when a carpet is clean.
- Plain water on a cloth works great for most dusting chores. If something more powerful is necessary, **choose the least-toxic product for the job** at hand.
- To lessen contaminants tracked into homes on the soles of shoes and keep your indoor air clean, consider becoming a **shoe-free household.**



REMOVING STUBBORN CLOTHING STAINS

- **Treat stains before washing** instead of buying specific heavy-duty chemical products.
- **Blood:** soak in cold water or club soda.
- **Coffee/Tea:** soak in a solution of warm water and borax.
- **Grass:** rub with glycerin.
- **Perspiration:** rub with white vinegar.
- **Tar:** rub with eucalyptus oil.

INFECTIOUS DISEASE PREVENTION

- **Disinfect high-touch surface areas** including but not limited to: door handles/knobs, handrails, light switches, faucets, kitchen equipment, countertops and other surfaces that are frequently touched twice a day.
- Follow the **CDC guidelines** and manufacturer instructions for safe and effective disinfectant use.
- As available, **limit disinfectant use to those listed on EPA List N.**



BAKING SODA USES

- A box or small bowl of baking soda in the fridge, freezer or cupboard **will absorb unpleasant odors.**
- Sprinkle baking soda into a wet **toilet bowl or white sink;** allow to sit for 10-15 minutes and then scrub.
- To create a **tub-scum cleaner**, mix baking soda and a "green" liquid soap to a honey-thick consistency. Apply it with a little elbow grease and a splash of white vinegar.
- To **remove odors from carpets**, sprinkle with baking soda. Let stand for at least 15 minutes, and then vacuum. Repeat as needed.
- To help **remove spills**, blot as much as possible, then clean as you normally would. When finished, sprinkle with baking soda and then vacuum. This can decrease the chance that the spill could cause unpleasant odors later.



VINEGAR USES

- For cleaning, **choose white vinegar**, as brown vinegar will typically stain porous surfaces.
- Some **air fresheners use harsh chemicals.** Instead, lightly spritz your space with vinegar (the smell will quickly vanish).
- Add 1/4 cup of vinegar to the washer **to remove any mildew smells** from towels and sheets.
- A cup of vinegar will **clean a washing machine.** Run it through a regular cycle, but not with clothes.
- Deodorize and clean the **garbage disposal** with white distilled vinegar ice cubes (freeze full-strength white distilled vinegar in an ice cube tray). Run several cubes down the disposal while flushing with cold water.
- **Clean the microwave** by mixing 1/2 cup white distilled vinegar and 1/2 cup water in a microwave-safe bowl. Heat inside the microwave. Baked-on food will be loosened, and odors will disappear. Wipe clean.

TRANSPORTATION

Making better, safer choices about how you get from place to place reduces dependency on fossil fuels and decreases your impact on the environment.



WALK OR USE ALTERNATIVE TRANSIT

- Use your smart phone to find nearby **walkable shops, restaurants, services and activities**.
- **Discover your area's public transit** by checking out online public transit trip planners such as **Google Maps Transit** that provide a map, step-by-step instructions and photos to help you get where you want to go, whether you are traveling or at home. Some cities have bike and/or scooter share programs - investigate using them as an alternative form of transportation.



YOUR CAR

- Purchase **fuel-efficient cars** such as cars with a minimum score of 45 in the ACEEE annual vehicle rating guide (www.greencars.org).
- Aggressive driving (speeding, accelerating rapidly and braking erratically) **wastes gas**. Save money and get where you are going by driving sensibly.
- Use **cruise control** on the highway to maintain consistent speed and save gas.
- Turn off your engine when your vehicle is parked to **avoid excessive idling**.
- Keep your **tires properly inflated** for optimum gas mileage and safety.
- Consider **carpooling or ridesharing**.
- Consider utilizing **Lyft's Green Mode** in markets where it is available. Green Mode allows passengers to select electric or hybrid vehicles in the app.



BIKING

- Bicycling is a **completely clean** form of transportation.
- Be sure to take **appropriate precautions** for safety:
 - Always **wear a helmet**.
 - **Ride with traffic**, not against it.
 - **Be visible**, especially when riding at night. Wear bright colors and use flashing lights and reflectors.
 - **Do not weave** through traffic.
 - **Use bike lanes**, if available.
- Regularly **maintain your bike**. It is essential to maintain adequate tire air pressure and working brakes.
- Be aware of **local laws** that apply to bicycle riders.
- Always ensure your bike is **secure**:
 - Use an **appropriately sized U-lock** such as those made by Kryptonite®.
 - Lock your bike in **visible, well-lit areas** and to a permanent fixture that cannot be broken.
 - **Lock your tires** to the bike frame so they are not stolen.
 - Keep a **current picture of your bike** to give to authorities if necessary.
 - Consider purchasing a **GPS anti-theft device** for your bicycle.
- Verify that your **renter's insurance** covers your bike; many do.



WORK FROM HOME

- Consider telecommuting (working from home) **one day a week** instead of driving. Benefits include saving on parking costs and **increased productivity**. Telecommuting allows you to spend less time on the road and more time working on doing things you enjoy.
- Save on travel expenses by **teleconferencing**.
- **Move, share and edit information virtually** with web-provided services.



FIT-OUT GUIDE



Taking steps to use sustainable materials, maximizing water efficiency, minimizing waste and considering carbon impact during the fit-out process can create healthier and more efficient spaces with reduced environmental impact.

Materials

1. **Reuse and refurbish** existing products
2. Design spaces with **flexible layouts** and functions
3. Purchase **durable products** with long useful lives
4. Prioritize products that are recyclable and made of **recycled content**
5. Select products (such as paints, sealants, adhesives and cleaners) made from **low-VOC materials**
6. Use wood products that are green certified through programs such as the Forest Stewardship Council (FSC)
7. Procure materials locally

Water

1. Identify and **manage water leaks**
2. Use **low-flow fixtures** for showerheads, faucets and other water fixtures

Waste

1. **Recycle packaging** and other waste created during fit-out
2. **Avoid waste** associated with over-ordering
3. Store and **re-use extra supplies**

Carbon

1. Use **LED lighting**
2. Install **automatic lighting controls**
3. Procure appliances and home products that are **green certified** through programs such as Energy Star



RESOURCES

coolclimate.org

CoolClimate's mission is to massively scale up the adoption of climate solutions.

sustainableelectronics.org

A non-profit organization dedicated to the responsible reuse, repair and recycling of electronic products.

epa.gov/cfl

Our mission is to protect human health and the environment.

epa.gov/recycle/electronics-donation-and-recycling

Electronics donation and recycling is a great way to help conserve resources and natural materials.

fueleconomy.gov

Office of Energy Efficiency & Renewable Energy

greenamerica.org/green-living

Our mission is to harness economic power—the strength of consumers, investors, businesses and the marketplace—to create a socially just and environmentally sustainable society.

greenbusinessnetwork.org/directory

Find the green, healthy and ethically produced products and services you need for home and work.

lamprecycle.org

A one-stop source of information about recycling mercury-added "lamps."

meatlessmonday.com

A non-profit initiative of The Monday Campaigns, working in collaboration with the Center for a Livable Future (CLF) at the Johns Hopkins Bloomberg School of Public Health.

slowfood.com

A global, grassroots organization, founded in 1989 to prevent the disappearance of local food cultures and traditions, counteract the rise of fast life and combat people's dwindling interest in the food they eat.

wateruseitwisely.com

Sign up for their newsletter and you'll never run out of water saving ideas.