

Sustainability Tips



Turn off/unplug your computer, printer, monitor, and task lights when leaving the office at the end of the day. Equipment consumes energy even when shut off.

Set computers to energy-saving modes to reduce energy wasted when not in use. Power Options are found in the PC's Control Panel. A computer in idle mode uses 20 to 50 times the power of a computer in standby mode.

Disable screen savers on computers to reduce energy use.

Reduce the time delay before your computer equipment reverts to a power saving mode. This can also be set in the Power Options menu in your PC's Control Panel.

Unplug chargers, fans, or any items not regularly used.

Lower blinds in the summer and raise them in the winter to save energy and reduce burden on heating and cooling systems.

Print less and print double-sided. Minimize the amount you print for internal meetings or from emails. Go even further by printing double-sided when printing is necessary.

Use reusable mugs or tumblers for your beverages to save waste on disposable cups and plastic bottles.

1861 International Drive tenants and their employees, through a voluntary program called **HinesGO (Green Office)**, now have the opportunity to lead the effort in setting a standard in sustainability within their office. For more information on how the program works, the benefits it brings, and sustainability tips, please see the [HinesGO Tenant Guide](#).