

burglars. Inside, low traffic areas or rooms that are busy at given times such as the break room are also good places to install motion activated lighting. If you want to install these lights but are faced with the fact that sometimes there's no movement and the lights turns off, find a light with a timer attached to the sensor so that if there is no movement for some time, it doesn't turn off.

67. Smart Strips

Smart strips are a great way to reduce energy not in use. Most appliances use energy even when turned off. This can be to maintain an internal clock or simply to power that little light that tell you the device is turned off. In any case, we can all agree that this energy is wasted. Smart power strips are designed so that you plug in a main appliance and peripherals. Once the main appliance is off, all the power going to the peripherals is also shut down. Consider smart strips for your PC, stereo or TV system.

Water

Did you know that unsalted water represents only 2.5 % of the earth's water? Did you also know that two-thirds of that water is composed of glaciers and eternal snow? Lakes and rivers represent only 0.3% of all the unsalted water present on the planet. So, if someone you know is not yet convinced that we need to put effort into preserving our water you can use these arguments. You can close your discussion by explaining that we

can go several weeks without eating, but will die after a few days if we don't drink.

68. Water Conserving Toilets

About one-fourth of the average home's water consumption goes out the toilet if water efficient toilets aren't installed. In the workplace, water consumption related to toilets is not as important but is still significant. New water conserving toilet models use less than half the water of traditional toilets (1.5 vs. 3.6 gallons), on average. Installing water-friendly toilets saves water system capacity upstream and downstream. Even if you're not ready to buy a two-flush toilet, you can still improve your water consumption by installing a newer model.

Showerheads, faucets, urinals, and toilets sold in the U.S. must now achieve a maximum flow rate in terms of water used. Select ones that exceed federal standards to ensure you promote higher standards. You can find independently verified products by consulting the Environmental Protection Agency's WaterSense program.

If you need to shop for a new toilet for your organization, choose a two-flush toilet. These will save you 50% of the water needed to flush a normal toilet when you're only flushing liquids.

69. Cold Drinking Water

Your employees who like to drink cold water often let the water run for a minute or two with the tap open to keep from drinking room temperature water. If your organization has a mini

kitchen or a refrigerator that employees use for their lunches, keep a container filled with water in the office refrigerator. This is an opportunity to avoid wasting all that water. You'll save gallons every year.

70. Recuperate Gray Water

You can install a system that recuperates gray water from your office's sinks and washing machines. A gray water system filters this waste water so you can reuse it afterwards for outside watering or your toilets. When combined with rain water, gray water can be sufficient for all the toilets in your organization.

71. Responsible Water Consumption

Water is needed for a variety of tasks like cleaning (clothes, dishes, people, cars), drinking, heating, garden work, toilets, etc. While carrying out these activities, make sure not to waste any water. Public water is treated and therefore needs processing with chemicals, filtration, and so on. As a taxpayer, you pay for all of this. Also, although water that's returned to the environment is treated according to regulations, it's not the same as it was before going into the water system, therefore it can potentially affect bio-diversity downstream. Your manufacturing processes may need water, too. Make sure water is used responsibly and that alternate solutions are looked into to avoid wasting water.

72. Water Barrels

Place water barrels outside to collect rain water from your workplace's roof. In most climates, there's enough rain that your barrels will hold enough water to keep your flower beds and small gardens well watered. Have your lawn cutting company use this reclaimed water before using fresh water from the tap. You can even put your barrel on an elevated platform or up on cement blocks so you can plug in a hose for watering. If you look at the marketplace, you can find barrels already modified to plug in a hose.

73. Storm Water Runoff

Most commercial operations have overly large parking lots and this increases storm water runoff. When a storm occurs, rainwater falls on the asphalt and picks up pollutants that are then evacuated into designated overflow areas. Since asphalt doesn't really absorb water, pollutants are much more concentrated within this water. When planning your site, keep this in mind and try to minimize the potential problem. Also consider the fact that heavy asphalt concentration increases surrounding temperatures and that asphalt is made from petroleum. The less asphalt you have, the greener you are.

74. Water Early in the Morning

Many companies have automatic sprinkler systems or have their lawns watered. If this is true in the case of your organization, make sure watering is done early in the morning. When you water in the morning, the water has time to be absorbed before

it gets too hot. Evening watering is better than midday, but although absorption is good, the ground stays humid for longer, a condition in which fungus thrives!

75. Leftover Water

You have employees that have their own water bottles. When they come home from work with a little bit of water left in their water bottle, encourage them to use that water for watering indoor or outdoor plants rather than wasting the water down the drain. Plants aren't picky about their water source!

76. Infrastructure: Water and Power

As the population grows and becomes more concentrated in and around cities, the need to have bigger water treatment plants and power systems usually arises. By reducing your organization's consumption of power and water, you help postpone and maybe avoid this increased need. Alternatives to building new water treatment facilities are now beginning to surface, such as using non-treated water from lakes, rain or rivers, and directly using this water for watering lawns, flushing toilets, and so on.

Maintenance

Outdoor

77. Cooler External Walls

If you live in the northern hemisphere and one of your workplace's external walls faces east, west or south, that wall is probably very hot when the sun shines on it in during the summer. This heat accumulates throughout the day and will often be hot to the touch several hours after sunset. This contributes to global warming. To offset this, plant shrubs and trees close by if space allows. When space is limited—especially in urban areas—you can plant vines that climb and stick to the wall. These vines take up almost no room on the ground, need no maintenance, offer good shade for birds, and absorb the heat, making the inside of the building cooler.

78. Composting

Doing your own compost at work can provide several advantages. The first advantage is the actual use of the compost. As a landowner, you can use it yourself, but it can also be used by employees who contribute. Second, composting requires very limited space for most organizations, while the space required for an entire city's organic garbage is quite considerable and is becoming quite rare. City garbage dumps are generally overused and these sites are more remote than they used to be. Third, you cut down on garbage disposal costs and its effects on the environment. As you know, having less garbage on each property means fewer garbage trucks are

needed (less gas), requires fewer tractors to manage the dump, and so on. An added bonus is a leaner municipal tax bill. Some cities have a compost program where they pick up organic waste from houses and industries, and tax payers can then go get compost once it's ready. This is a good solution, especially when people don't have room for or can't compost for some reason, but the second and third benefits of composting listed above are not achieved that way.

There are tricks to effective composting and one of the most important is maintaining the ratio of dry ingredients (66%) to wet (33%). Good examples of dry ingredients are hay, dried lawn clippings, and dried leaves. On the other hand, leftover table vegetables and garden vegetables are good examples of wet ingredients. Be sure not to put meat or any animal products in your compost, as these will attract unwanted visitors to your compost pile. If you have any doubts about what can and can't be put in a compost pile, check out: www.gardenorganic.org. At work, find a volunteer to be in charge of the compost pile, or set up a rotation amongst contributors. If your organization has a cafeteria, include the cafeteria in this project. You'll be surprised to see how much organic waste material is produced by a cafeteria on any given day.

79. Mulch All You Can

Leaving leaves on your lawn not only saves you the time you would've spent picking them up, but also keeps the lawn healthy. Cut leaves that are composted turn into nutrients for you soil, which then saves time and money because you avoid the use of commercial fertilisers and compost. Using a

lawnmower that turns leaves into mulch increases the speed at which this material is incorporated in the soil.

Cover flower beds and trees with 3" of organic material (mulch). This conserves water, adds humus and nutrients, and discourages weeds. It also gives your beds a nice, finished appearance.

80. Trees and Shrubs on the Property

Making sure your workplace has plenty of trees surrounding the building helps keep the air surrounding the walls cooler by providing shade. This also contributes to keeping the air clean, something which is very important in urban areas.

81. Proper Tree Positioning

If you live in a northern country, plant evergreens on the north side of your organization to provide protection from winds. Plant trees with leaves on the southern side for shade in the summer and to let in additional sun during the winter.

82. Grass Selections

When preparing your yard for grass, select the optimum type of grass for your area. Most popular grass seeds require more maintenance. Choose one that doesn't. Clover is an example of a type that's usually low maintenance and requires very little water to remain green.

83 Keep the Grass Long

We like golf course looking short grass but this type produces a lot of humidity and therefore requires more watering to ensure it doesn't dry out. By keeping your grass longer, moisture is retained and unwanted weed seeds can't grow as easily because the environment is too dark.

84. Perforated Hose

If your lawn and plants require watering and you have employees perform this task, have them use a perforated water hose. With a perforated hose, water is better absorbed by the plants instead of the ground becoming flooded.

85. Use Native Plants

Choose native plants when selecting plants for landscaping. Native plants are accustomed to your climate and pests, and therefore need less human intervention to grow and blossom. Choosing native landscaping also reduces the need to water.

Indoors

86. Recycle Your Carpet

When you buy new carpet for your organisation, have the installers take your old carpet back for recycling. If your provider refuses to do this, don't be shy about shopping