**Steps for Your Parish Community: Simple Facilities Changes**

1. **More than Just Recycling**

* Place special “recyclables only” bins around your facility.
* Consider recycling as potential income for assisting families and eco-projects.
* Consider e-waste, cell phone and ink cartridge fundraisers.
* Educate and involve parishioners, including youth and children.
* Use products deemed recyclable or compostable, in your area.

1. **Office Equipment Savings**

* Use power strips dedicated to specific equipment.
* Activate power management software on all computers.
* Unplug charger units when not in use.

1. **Paper Products**

* List and compare all your paper and consumable purchases.
* Use eco-friendly high recycled content office paper.
* Distribute documents electronically, or print on both sides.

1. **Maintaining Your Kitchen**

* Service large and walk-in freezers and coolers annually.
* Check door seals on your refrigerator, and clean or replace seals.
* Clean refrigerator coils and create an air gap behind your refrigerators.
* Consolidate fridges and switch off the oldest one.
* Install EPA-approved WaterSource®-approved flow restrictors and aerators.

1. **Eco-Friendly Kitchen Supplies**

* Eliminate all Styrofoam products with reusable supplies such as coffee mugs, refillable water bottles, glasses, dishes, utensils, etc., when possible.
* Coffee filters: Purchase a permanent cleanable coffee filter or use unbleached disposable coffee filters where needed.
* Paper towels and napkins: Use items that have a high recycled and content and are unbleached.

1. **Investing in Energy Savings**

* Consider High Intensity Discharge (HID) lighting for outdoors and high ceilings.
* Turn off lights when not needed, and install occupancy sensors.
* Replace incandescent bulbs with Compact Fluorescent Lamps (CFLs) or LED lighting, and consider replacing T12 fluorescent tubes/ballasts with T8s (consult a qualified person). Install LED exit signs.
* Clean all light fixtures, and remove excess lighting.
* Seasonally adjust all interior and exterior lighting timers.

1. **Eco-Friendly Low Cost HVAC Solutions**

* Set cold thermostat at 78°F and hot at 68°F during class or service hours.
* Seal off unused offices and passageways, and turn off exhaust fans.
* Close exterior doors. Replace worn weather stripping and seal up all holes.
* Consider installing low velocity fans to assist in cooling and/or heating.

1. **Explore using approved Green Cleaning Supplies (see helpful sites below)**

* Green Label - <https://www.google.com/#q=green+label+cleaning+products>
* EPA - <http://www.epa.gov/epp/pubs/cleaning.htm>
* Green Seal - <http://www.greenseal.org>

***Suggested Reading*:** Dave Troesh. *77 Ways to Save Money and Energy at Your Church or School*.