

**Village Policy: AD-5**

Date Acknowledged: July 8, 2008

**POLICY TITLE:** Go Green, Save Green Office Initiative

**AUTHORIZATION:** Village Administrator

**POLICY STATEMENT:** In an effort to save money and be better environmental stewards, the following actions are being mandated for all Village of Howard office areas effective immediately:

- Power off your computer, monitor and any other electronic equipment in your office area (radios, etc) at the end of every work day.
- Unplug any cords that are not being used (mobile phone cords, etc).
- Shut off any light when you leave a room.
- Ensure that recyclable products are being recycled and not thrown in the trash.
- Print only when necessary. Convert emails or other electronic files to PDF format and store them electronically whenever possible.
- When printing, print to both sides of a paper when possible.

Acknowledged this \_\_\_\_ day of \_\_\_\_\_, 2008.

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Village Administrator

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Executive Director