

SUSTAINABILITY CONTEST ENTRIES

Thank you to those participating in the Sustainability Committee's contest. The entries generally fell within the categories of recycling, paper reduction, wellness, transportation, education, and community service. Here is a summary of the suggestions the committee received.

Recycling

- An "in-house" "free-cyclable" board to post items we wish to unload for free. This could eventually be part of the intranet once it is developed.
- Disseminate more information on recycling to encourage more use of in-office recycling bins, e.g., can soda cans go in individual office recycling bins, does paper put in those recycling bins get shredded.
- Place written reminders in the kitchens to use reusable plates/cups/glasses/silver.
- Buy disposable coffee cups and paper products that can be recycled.
- Reusable cloth shopping bags with Boardman logo.
- Provide a place for recycling non-paper items at Baraboo office.
- Return copy job boxes to vendors for reuse.
- Make a trip to Goodwill once a month with donations.
- Recycle toner cartridges. A monastery in Sparta has taken up the challenge of providing recycled toner cartridges (see www.LaserMonks.com) -- made national news.

Paper Reduction

- Reuse or donate photocopy cover sheets. Put a box by each printer to collect them. We could reuse here for taking messages or errand requests if we set up a computer template. Make a commitment to a local school so we follow through, then arrange to deliver paper once/mo.
- Reuse boxes we get for paper supplies to cut down on need for ordering new boxes.
- Keep top portion of File Open cards to reuse for docketing sheets instead of purchasing them.
- Send drafts internally via Worldox email attachments.
- Forward documents via email internally or to clients.
- Send check requests via email.
- Scan copies instead of making yellow file copies.
- Poll attorneys about what resources can be made available online; provide training re: online resources.
- Establish more pro-active "no print unless you have to" policies, e.g. save emails to Worldox with mandatory training on how to do it, and don't print for the file unless there's a reason to do so.
- Email the billing calendar and those who need to can print.
- Implement email-only conflict checks.

- Use file-size folders instead of legal to save on paper usage and storage.
- Consider print-job paper reduction technologies, which help manage every-day print jobs more efficiently.

Wellness/environment

- Provide workstations with treadmills. Suggest one-hour slots so people could log in to walk and work (one step further, could treadmills power the workstation?).
- Provide pilates-like chairs at workstations.
- Motivate use of the stairs by either having a firm goal or personal goals for the number of flights we do each month.
- Sponsor a “bike to work” day for “firm walk at lunch” with fun incentives, like a picnic with food provided by the firm.
- Use “fair trade” coffee in recyclable containers or mugs.
- Clean out the 4th floor fridge to cut down the amount of energy it uses to keep cool and improve overall quality for people who use it on a daily basis.
- Identify and utilize caterers who use recyclable materials for take-out lunches.
- Identify and use maintenance companies that use environmentally friendly cleaning materials.
- Purchase reusable lunch containers with firm logos to hand out at Thanksgiving or Earth Day and ask employees to bring lunches in these containers rather than disposable ones.
- Install water coolers and offer employees stainless steel water bottles to use during the day.
- Encourage use of tap water instead of bottled water.
- Turn down lights in places - offer a room or two where employees can rest and read during lunch. At one time we had photography contests and filled the walls with it - it was fun and made people feel invested here and gave a warm atmosphere.
- Provide energy-efficient lighting.
- Communicate with building management to regulate toilet flushing frequency and indoor temperatures.
- Encourage people to bring in a plant or two for their workspace to improve air quality, worker productivity and workplace satisfaction. Maybe even provide an icon with recommendations for some good low-maintenance office plants.
- Create an intranet link of “green practices” for home and work with ideas for energy and water savings, safe environmentally-friendly cleaning products, good recycling practices (perhaps a link to the City of Madison garbage/recycling webpage).
- Can we unplug our equipment when not in use.
- Offer opportunities for everyone to buy shares of a CSA -- support local agriculture and promote healthy living. We could share produce and cost.

Transportation

- Firm pay a portion of bus passes to promote increased usage; establish a car-pooling system for different employee suburbs; and offer incentives for employees who walk or bike to work such as gift cards or bonuses that add up throughout the year.

- Boardman could become a member of the community car program (www.communitycar.com). Having a car available would encourage people to ride the bus even if they had errands to run during the day. A subscription fee is paid to join but you do not have to pay for gas, repairs or insurance. The car could also be used to run office/client errands if Jane McCoy was not available.
- Provide bike-to-work incentives.
- One day every week or two on a rotating basis allow employees to work from home to save on emissions and fuel.
- Provide a bike rack for the Baraboo office.

Education

- Offer seminars and outreach regarding sustainability for client businesses. Perhaps team up with an environmental group to facilitate these type of trainings.
- Work on a firm education program for sustainability. Offer lunch with seminars to attract employees.
- Keep employees fully informed on their employee benefits.

Community Service

- Get a group wearing BSCF shirts to get involved with an environmental group and pick up garbage or plant prairie plants. Put pictures on our “Community Involvement: website page.
- Offer incentives to employees who reach out in their own communities and start sustainability initiatives.
- Reach out to the community to assist the needy and disaster victims, as the firm did with a family after the Katrina hurricane. Allow employees to spend time working in the community and serving others -- wearing Boardman gear, of course. Good marketing tool, and everyone benefits. (e.g. adopt a highway to keep clean).