

# CITY EMPLOYEES GO GREEN

## RECYCLE MORE

### RECYCLE, COMPOST, TRASH

- ▶ Every desk should have a recycle and trash bin. Put paper, coffee cups, pop cans and more in your recycling bin.
- ▶ Compost containers are located in the lunch rooms and coffee areas. Please compost all food scraps here – pizza crusts, apple cores, even bones, dairy, or shells. This is also the best place for paper towels!

### PAPER TOWEL COMPOSTING

- ▶ Please put all paper towels in the green compost bins in restrooms. Everything else can go in the trash.

### RECYCLE MORE

- ▶ The City of Kirkland has a small recycling center located in the South Entrance of City Hall, as well as a few options at other City worksites. Here, residents (and employees) can recycle batteries, cell phones and rechargeable batteries, CFL lightbulbs, and smoke detectors.

## TRAVEL BETTER

- ▶ Reduce your travel impacts by biking, walking, busing, or carpooling to work.
- ▶ Take advantage of the City's ORCA card or other benefits for trip reduction.
- ▶ Charge your electric car at the City's EV charging stations.

### QUESTIONS?

Contact the Recycling Hotline at x3812 or email [recycle@kirklandwa.gov](mailto:recycle@kirklandwa.gov) with all your recycle, compost, and trash questions.



## WASTE LESS

### REDUCE LUNCHTIME WASTE

- ▶ Keep a set of dishware and utensils at work so you can reduce your need for disposables. Many employees keep forks, coffee mugs, and plates so they're always prepared for lunch and special events like potlucks.
- ▶ Bring your water bottle – use filling stations at City Hall, Kirkland Justice Center, the Maintenance Center and shops, NKCC and PKCC!

### TURN IT OFF

- ▶ Turn off your computer monitor at lunch and at the end of the work day.
- ▶ Turn off lights and TV screens in conference rooms when you leave.

### PRINT LESS

- ▶ Make sure you have defaults set to double sided, and double-check that double sided is selected when changing printers.
- ▶ Reduce printed pages by editing PDFs on your computer and writing meeting agendas on a white board.
- ▶ Use conference room screens and electronic documents, rather than handouts, in meetings.



# TIPS TO GREEN YOUR EVENTS

## SHOP SMART

### PLATES, CUPS + UTENSILS

- ▶ Ask attendees to bring their own durable plates, cups and utensils.
- ▶ Use approved compostable plates and utensils. Recyclable cups are good. Find approved compostable brands at [cedar-grove.com](http://cedar-grove.com).

### MAKE SMART PURCHASING CHOICES

- ▶ Don't buy individually wrapped items (like personal chip bags or snack bars).
- ▶ Don't buy bottles of water – provide water in pitchers instead.
- ▶ Buy the right amount of food for your group.

## DECORATE GREEN

- ▶ Choose reusable or recyclable decorations.
- ▶ Save themed decorations, like plastic tablecloths (which are not recyclable), for reuse the following year.

## ALL EVENTS

- ▶ Go green for all your internal events – large and small, meetings and parties!

### NEED MORE GUIDANCE?

Contact the Recycling Hotline at x3812 or email [recycle@kirklandwa.gov](mailto:recycle@kirklandwa.gov) for guidance on composting, purchasing and setup.



### SHARED WASTE BINS FOR EVENTS

Check your event room for bins. If there aren't any, grab a shared set of recycle, trash, and compost slim jims. Return when the event is over.

- ▶ Janitor's closet near Houghton Room at City Hall
- ▶ Closet in Peter Kirk Room
- ▶ Peter Kirk Community Center
- ▶ Kirkland Justice Center
- ▶ Maintenance Center

