

# Production Office

## SUSTAINABLE PRODUCTION PRACTICES

Here you will find sustainable best practices encouraged for production office spaces. Visit [GreenProductionGuide.com](http://GreenProductionGuide.com) for vendors and additional resources.

TRACK FUEL USE, UTILITIES, AND TRAVEL DATA TO CALCULATE PRODUCTION'S CARBON FOOTPRINT



PLACE CLEARLY LABELED OFFICE RECYCLING BINS IN HIGH TRAFFIC AREAS



COLLECT BATTERIES, FLUORESCENT LIGHT BULBS AND ELECTRONIC WASTE SEPARATELY FOR PROPER DISPOSAL



DISTRIBUTE INFORMATION DIGITALLY; ONLY PRINT UPON REQUEST



DISTRIBUTE A SUSTAINABLE PRACTICES MEMO TO CREW



SET UP CLEARLY LABELED RECYCLING BINS IN HIGH TRAFFIC AREAS



INCLUDE ORGANICS/COMPOST COLLECTION TO REDUCE METHANE EMISSIONS



PROVIDE WASHABLE DISHES AND CUTLERY TO REDUCE WASTE



WHEN USING DISPOSABLES, USE PAPER, NOT FOAM



ELIMINATE SINGLE USE PLASTIC WATER BOTTLES; INSTEAD INSTALL A WATER FILTER OR DISPENSER



PURCHASE A MINIMUM OF 30% RECYCLED CONTENT PAPER



100% RECYCLED CONTENT PAPER USES NO NEW TREES AND SUPPORTS THE RECYCLING MARKET



PRINT DOUBLE-SIDED AND ADJUST MARGINS TO REDUCE PAPER USE



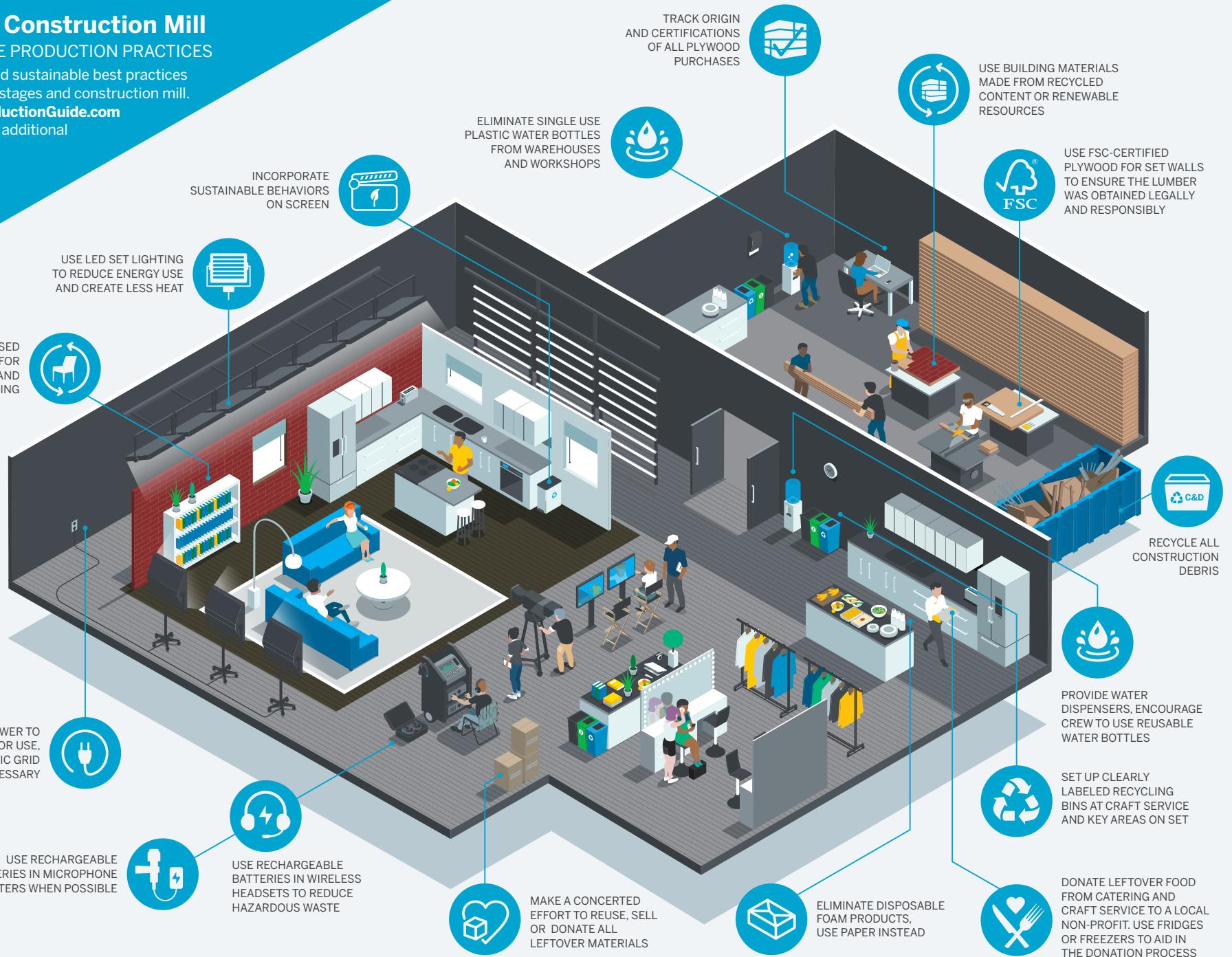
PROVIDE LARGE RECYCLING BIN FOR PAPER



# Stages + Construction Mill

## SUSTAINABLE PRODUCTION PRACTICES

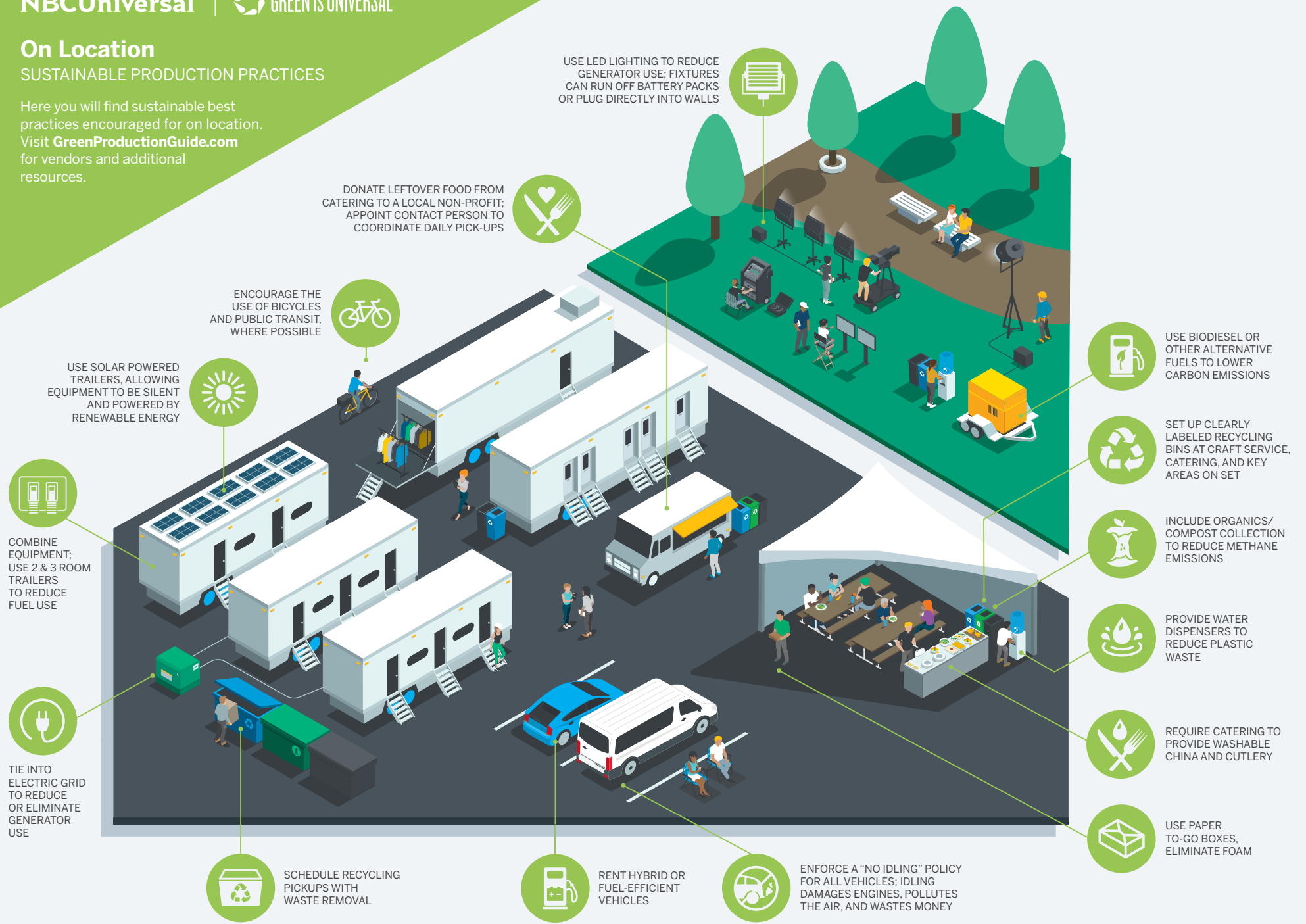
Here you will find sustainable best practices encouraged for stages and construction mill. Visit [GreenProductionGuide.com](http://GreenProductionGuide.com) for vendors and additional resources.



## On Location

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USE LED LIGHTING TO REDUCE GENERATOR USE; FIXTURES CAN RUN OFF BATTERY PACKS OR PLUG DIRECTLY INTO WALLS

DONATE LEFTOVER FOOD FROM CATERING TO A LOCAL NON-PROFIT; APPOINT CONTACT PERSON TO COORDINATE DAILY PICK-UPS

ENCOURAGE THE USE OF BICYCLES AND PUBLIC TRANSIT, WHERE POSSIBLE

USE SOLAR POWERED TRAILERS, ALLOWING EQUIPMENT TO BE SILENT AND POWERED BY RENEWABLE ENERGY

COMBINE EQUIPMENT; USE 2 & 3 ROOM TRAILERS TO REDUCE FUEL USE

TIE INTO ELECTRIC GRID TO REDUCE OR ELIMINATE GENERATOR USE

SCHEDULE RECYCLING PICKUPS WITH WASTE REMOVAL

RENT HYBRID OR FUEL-EFFICIENT VEHICLES

ENFORCE A "NO IDLING" POLICY FOR ALL VEHICLES; IDLING DAMAGES ENGINES, POLLUTES THE AIR, AND WASTES MONEY

USE BIODIESEL OR OTHER ALTERNATIVE FUELS TO LOWER CARBON EMISSIONS

SET UP CLEARLY LABELED RECYCLING BINS AT CRAFT SERVICE, CATERING, AND KEY AREAS ON SET

INCLUDE ORGANICS/COMPOST COLLECTION TO REDUCE METHANE EMISSIONS

PROVIDE WATER DISPENSERS TO REDUCE PLASTIC WASTE

REQUIRE CATERING TO PROVIDE WASHABLE CHINA AND CUTLERY

USE PAPER TO-GO BOXES, ELIMINATE FOAM