



City of Burlingame Green Practices

Burlingame is committed to sustainability and protecting the environment. City employees play a large part in our effort to conserve resources, prevent pollution, and reduce greenhouse gas emissions. We ask City employees to implement the following green practices:



RECYCLE & COMPOST

- ☐ All paper, plastic, glass, and cardboard go in the blue recycling bins. Food containers and bottles do not need to be rinsed but keep the lids on to avoid leaking.
- ☐ All food waste and used paper cups, napkins, and paper plates go in the green composting bins.
- ☐ Batteries go in the battery recycling bin located in the Finance office.
- ☐ For e-waste recycling, contact Sid Jackson in IT or Green Citizen, our local e-recycler.



SAVE RESOURCES

- ☐ Set printer defaults to print double sided.
- ☐ Think before you print and distribute memos and reports electronically to save trees, money, and time.
- ☐ Fill up water at the water stations and avoid bottled water.
- ☐ Bring in your own mug and eating utensils.
- ☐ Purchase recycled paper with at least 30% recycled content.
- ☐ For holiday and food events, purchase compostable ware including, utensils, paper plates, and paper cups and use reusable decorations.
- ☐ Recycle printer ink toners.
- ☐ Purchase products that can be recycled or composted and products made from recycled materials when possible.
- ☐ Minimize packaging waste and avoid styrofoam.
- ☐ Aim for zero waste meetings and events by minimizing distributed materials and ensuring all waste can be recycled or composted.



SAVE ENERGY

- ☐ Turn off lights in office, break rooms, and bathrooms when not in use.
- ☐ Use the stairs.
- ☐ Avoid using personal space heaters when possible.
- ☐ Set computer and monitor to go into sleep or mode when not in use. Computers use a very small amount of energy in sleep mode, will start up quickly, and will go right back to what you were doing last (control panel→power options→power saver option).
- ☐ Turn computers off when you leave for the day. Computers will complete any necessary updates when turned back on.



COMMUTE ALTERNATIVES

- ☐ Take transit to work and get reimbursed up to \$130/month.
- ☐ Walk or bike to work and receive \$20/month.
- ☐ Carpool to work and receive \$30/month.

Have questions, ideas or need assistance?
Contact Sigalle Michael, Sustainability Coordinator: smichael@burlingame.org and at 650-558-7261.
www.burlingame.org/sustainability