

Harvard Real Estate Services is committed to supporting Harvard's Campus-wide Sustainability Principles.



Annually we invest in projects at several of our properties that improve their efficiency and lessen the buildings' environmental impact. We ask all HRES residents to join us in reducing the impact of HRES properties on the environment through conservation, and have included several tips below.

Thank you for reading this document over carefully, keeping it accessible, and using it as a reference. Together, we will make a difference.

Lighting

- Turn off lights when not in use
- Buy compact fluorescent light bulbs instead of incandescent light bulbs for lamps
- Avoid halogen torchière lamps; look for more efficient alternatives
- Place lamps in the corners of the rooms to maximize light reflection off the walls

Appliances and Electronics

- Turn things off when not in use
- Use a power strip for (or unplug) electronics that use electricity *even while off* (printer, stereo, cable box, microwave, coffee maker, etc.)
- Unplug block-shaped plugs when the item is not being used (warm plug = energy loss)
- Enable your computer's power management features, and don't use screen savers
- Keep your freezer full; bags of ice work well
- Use the microwave instead of the stove or oven when possible
- Select the proper size pans for cooking as large pans may use more energy and water than necessary
- When boiling water use a lid to help it boil faster; once it has come to a boil, turn down the heat, as less is needed to continue the boil
- If using a dishwasher, stop it after the final rinse cycle and open the door to let the dishes air dry; avoid the "heated dry" setting

Water

- Turn off the water while you shave and brush your teeth
- Keep a pitcher of water in the refrigerator instead of running the tap for cold drinks
- Report dripping faucets and leaks to the Property Management Office: <http://shs.harvard.edu>
- If washing dishes by hand, turn the water off while scrubbing
- If using a dishwasher, don't rinse dishes before loading, and try to always run a full load

Recycling

- Bring all paper, cardboard and containers to the recycling stations at your building. All recyclables can go into the same bin; no need to separate. See the reverse for details on what can and can't be recycled. Refer to your "welcome sheet" for the location of the bins.
- Recycle all CFL bulbs, batteries, printer cartridges, cell phones and other electronics. Contact the Property Management Office for more information.

Waste

- Drink tap water and avoid bottled water; the Boston area has excellent water
- Bring a reusable mug with you for coffee; you often get a discount

- Bring reusable bags with you to the grocery store; you often get a discount
- Buy in bulk to avoid excess packaging
- Buy the economy size when it makes sense
- Look for products with recyclable packaging
- Avoid over-packaged products
- Print double-sided or two pages per side
- Keep a/c temperature up; aim for 78°F/26°C
- Don't keep fans running in empty rooms or when they are far away from you. Fans only circulate air, they do not cool it. If you can't feel the fan, it is not helping you stay cool.
- Keep curtains and blinds closed during the summer days to block the sun's heat
- Keep lights off when possible; use CFL bulbs that give off less heat
- Run appliances (like the dishwasher) later in the evening when it is cooler

Cleaning and Laundry

- Buy non-toxic cleaning products; they are readily available in grocery stores. Or look for recipes to make your own with baking soda, vinegar, lemon juice, etc.
- Use biodegradable laundry detergents
- For Harvard's high-efficiency Neptune washers, use only 2 tablespoons of detergent
- Wash laundry in cold water (may be labeled as "bright colors"); avoid hot water
- Air dry clothes as much as possible

Cooling

- When possible use a fan instead of the air conditioner (a/c)
- Turn fans and a/c off when not at home

Heating

- If possible, turn your heat down when you aren't home and when you are sleeping
- During sunny winter days open curtains and blinds to let the sun in to heat your apartment
- Place a bowl of water by the heat source to make the room feel warmer
- Wear warm clothes and layers of clothes, use a throw blanket and drink hot beverages for warmth without needing to turn up the heat

Single Stream RECYCLING – no need to separate

Paper and Cardboard



flatten cardboard | staples, tape, envelope windows ok



Food, Beverage, Laundry, Personal Care Containers



plastic containers must have recycling symbol 

Do not include:

plastic bags



food & beverage residue



foam



napkins, tissues or paper towels



coffee cups



wax paper or lined cardboard



plastic utensils



greasy pizza boxes



Thank you for joining us in conserving natural resources.

To learn about the Harvard Green Campus Initiative and more about sustainable living, visit greencampus.harvard.edu.