



**BUILDING A GREENER AND CLEANER BUSINESS**  
***SIMPLE TIPS TO A CLEANER MORE EFFECTIVE WORK PLACE***

- 1) **Go paperless** – Encourage emailing. When necessary, photocopy on both sides and use old letterhead for scratch.
- 2) **Get an energy audit** – Turn off lights and computers at the end of the day. Put lights on a timer to turn lights off automatically. Adjust the thermostat accordingly.
- 3) **Recycle** – place recycling cans next to trash cans to recycle all paper. Use paper coffee cups or mugs instead of Styrofoam cups. Crush cardboard packing boxes and recycle, or return to delivering company. Recycle ink cartridges at Office Depot. Recycle old office/computer equipment.
- 4) **Buy green** – Tell suppliers that you're interested in sustainable products and set specific goals for buying recycled, refurbished, or used. Make the environment, and not just price, a factor when purchasing. Purchase recyclable toilet paper, napkins and green cleaning products.
- 5) **Follow the Mandeville litter laws that pertain to businesses** –
  - A. Abide by all litter laws. To find a complete listing of Mandeville's litter laws go to the Code of Ordinances and Resolutions Article II Section 9-20 thru 9-29 and CLURO Article 9 at [www.cityofmandeville.com](http://www.cityofmandeville.com).
  - B. Make sure your business dumpster is enclosed with a fence or screened with evergreen vegetation. (CLURO Article 9 9.2.5.9) Keep the lid and side doors on your dumpster closed at all times. Pick up any trash surrounding the dumpster. (Article II sec 9-26)
  - C. Keep the premises of your business clean. This includes all sidewalks, driveways, parking lots, green spaces and alleys. At the beginning or end of the day, have an employee empty trash and ash receptacles, and pick up trash surrounding your business including the parking lot. (Article II sec. 9-27, sec. 9-28)
  - D. All businesses must have a trash and ash receptacles at the business entrance. (Article II sec. 9-29)
- 6) **Volunteer** – Schedule community work days for your employees with Keep Mandeville Beautiful (KMB). Employees who are invested in their community will be invested in their workplace as well. KMB can schedule various gardening, litter or recycling projects. Businesses can also Adopt-A-Spot in Mandeville which adds additional exposure for the business.

- 7) **Landscaping** – Plant trees and gardens around your business adds a welcoming feature while beautifying your workplace.

FOR MORE INFORMATION PLEASE CONTACT KMB DIRECTOR, SUSAN RUSSELL AT 624-3165.