


Presented by Circuit Media

# Green Home

## Handbook

**Staying sustainable while  
working from home**





Sustainability has always been one of our values at Circuit Media, rooted in our belief in leaving the earth better than we found it. While we have rigorous office sustainability standards, we also ask employees to make sustainability one of their goals while working from home.

As sustainability advocates, we recognize that accessibility is important for creating a greener earth. This is an accessible version, created with identical content to the interactive Green Home Handbook.

While working from home, your home turns into an office. You're not just sitting in one chair all day but using your kitchen, bathroom, bedroom and other spaces in your home to stay productive. The green office concept translates to this new work environment. This includes choosing environmentally friendly products and practices.

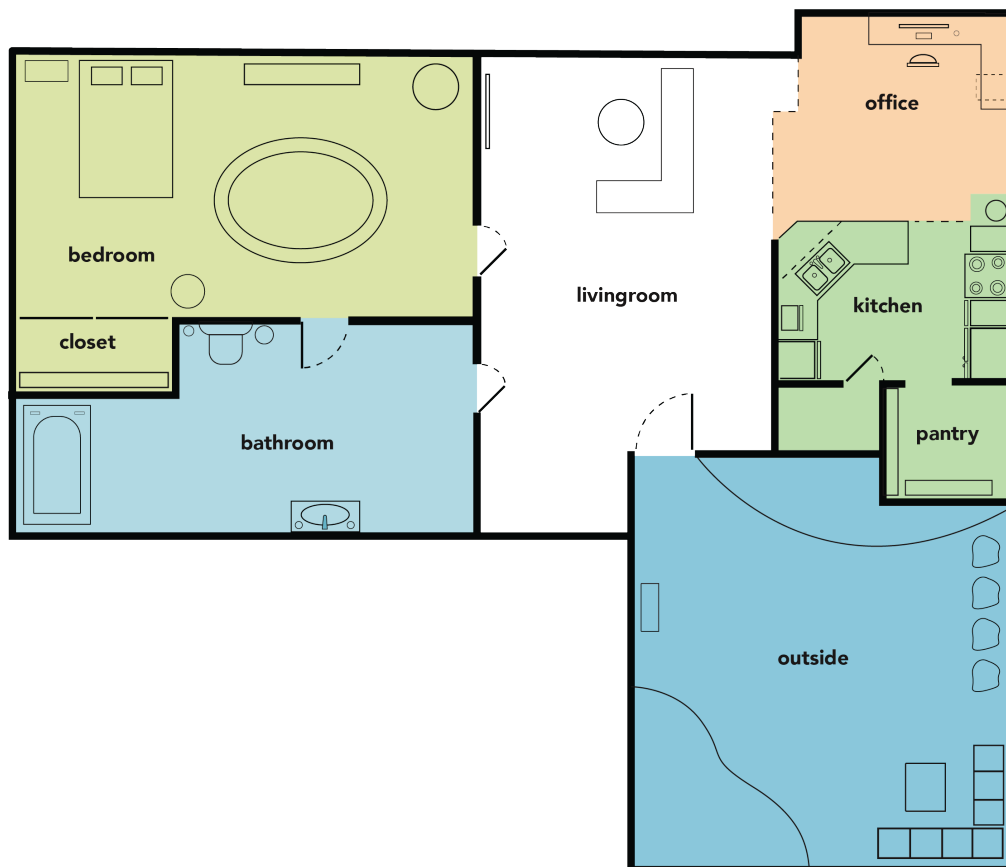
This handbook details how sustainability can be broken down by room. Each room guide shows best practices for that space in your home. Each section highlights specific items in each room that are important in your eco-friendly journey.

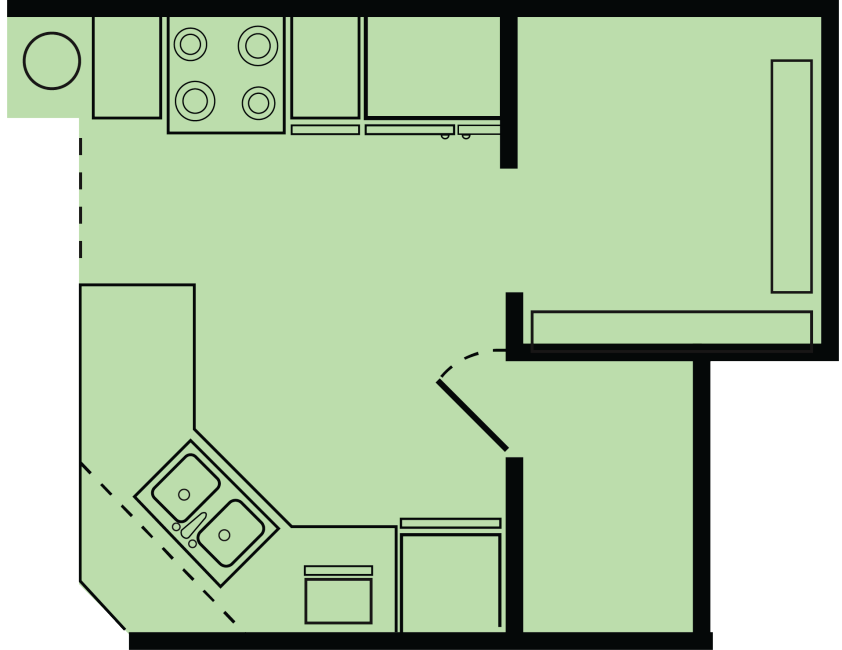
By following this handbook, you can bring Circuit Media's green values home.



# Table of Contents

Kitchen .....	1
Home Office .....	4
Bathroom .....	7
Bedroom .....	10
Outdoors .....	13
Outro .....	16





# Kitchen

## Best Practices

### ***Be fantastic, ditch the plastic***

Avoid single-use plastics and paper like plastic wrap, plastic bags and paper towels for eco-friendly alternatives. Options such as reusable silicone bags, cloth kitchen towels and reusable bowl covers go a long way.

### ***Compost the most***

Start composting food scraps to reduce methane emissions in landfills and provide healthy soil for your home garden. Many cities have compost collectives but there are also great resources explaining how to get started on your own at home.

### ***Be a greener cleaner***

Commit to only buying cleaning products with natural ingredients or create your own using simple online recipes. Using products with all-natural ingredients has no harsh environmental impacts.

### ***Buy organic and local***

Visit local farmers markets and organic retailers to stock up on fresh produce. Locally produced food has a lower carbon footprint and is friendlier to the environment and your taste buds.

## Area-specific



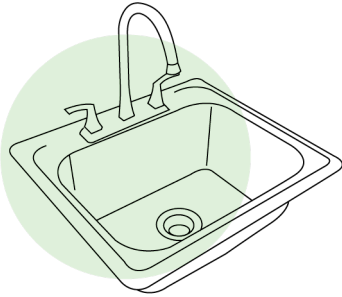
Environmentally sustainable



Energy saving



Money saving



### Kitchen Sink

Food thrown down the garbage disposal not only wastes the food and water, but all the resources spent producing the food. Build a compost pile and put your food waste to a non-wasteful use.

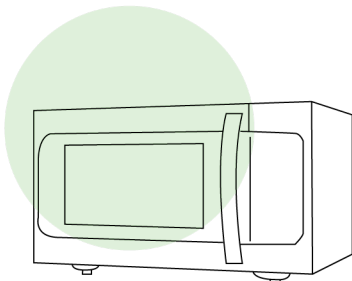
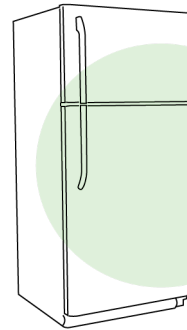
---



### Refrigerator

Refrigerators use gases many times more harmful than carbon dioxide. If you're getting rid of an old fridge, consider using it as a storage unit or having it professionally de-gassed before disposal.

---



### Microwave

Microwaves use up to 80% less energy than the oven and have been proven to be safe to use. Next time you need to heat something up, consider using the microwave instead.

---



## Pantry/Plastic Food Container

Plastic food containers can be a tremendous source of waste in an average household. Keep durable, non single-use containers on hand to reuse them as storage for leftovers and more.

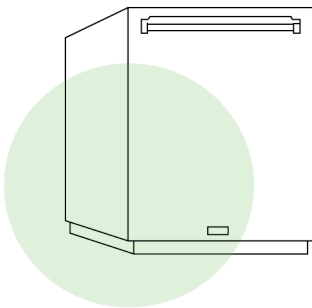
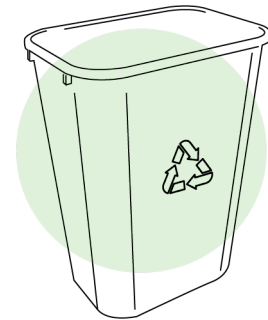
---



## Recycle Bin

Not all products can be recycled the same way, even if they're marked as recyclable. Help reduce waste by checking your city's website for what to recycle and how.

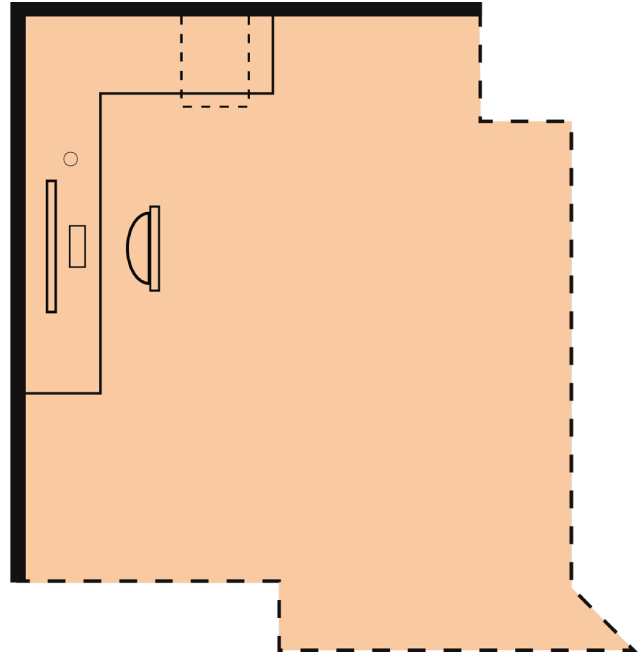
---



## Dishwasher

Running a half-full dishwasher wastes water and energy. Fill up your dishwasher throughout the day and run it at night to start your day with clean dishes and a clean conscience.

---



# Home Office

## Best Practices

### ***Compute responsibly***

Check if your computer has a blue-light filter setting to reduce eye strain and lower energy output. Low brightness settings can also have the same effect.

### ***Don't be e-wasteful***

Dispose of e-waste properly through a certified recycler. E-waste includes computers, televisions, cell phones, and more. Many cities have electronics recycling programs, and some even offer discounted rates.

### ***Unplug your devices***

Unplug your electronic devices from wall outlets to save even more energy. Studies show that devices left plugged in can account for 20% of your electricity bill even if they're turned off.

### ***Be thrifty***

Purchase used office furniture and equipment to reuse materials and give your office a thrifty makeover. You never know what kind of gems you'll find.

## Area-specific



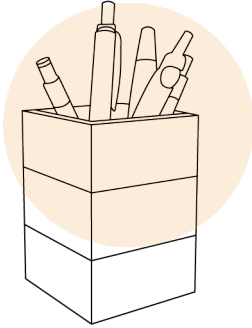
Environmentally sustainable



Energy saving



Money saving



### Pen cup

Disposable pens are wasteful. Retailers sell stylish pens that don't need refills for up to eight years, and some even come with replaceable ink cartridges.

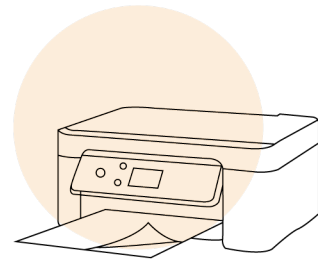
---



### Printer

One billion trees' worth of paper is thrown away annually in the U.S. alone. Reconsider whenever you need to print something, and *only* print double-sided.

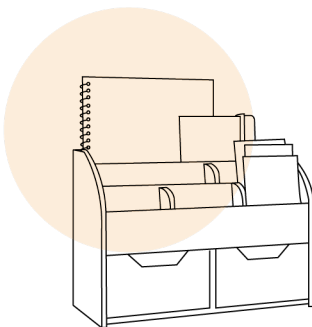
---

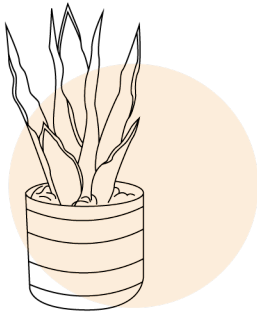


### Desk organizer

Plastic desk organizers keep your things neat but contribute to the growing plastic waste epidemic. Add style and sustainability to your home office with organizers made of wood, cork or steel.

---

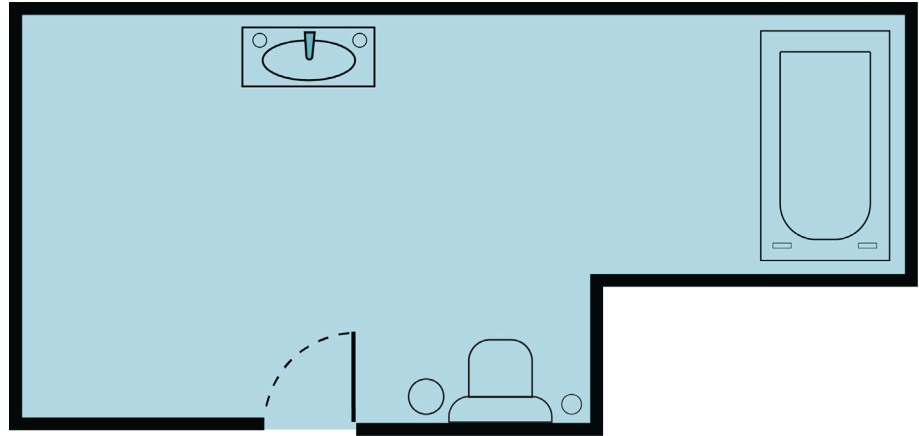




## Office plant

According to NASA, two to three indoor plants per 100 square feet can reduce up to 87% of air pollutants within 24 hours. Buy some air-purifying indoor plants such as aloe vera, snake plants, peace lilies, and Boston ferns to improve the air and aesthetic of your office.

---



# Bathroom

## Best Practices

### ***Be a friendly flusher***

Reuse your next plastic water bottle or other container to make your flushes friendlier. Filling a bottle with rocks, wrapping it with duct tape, and submerging it in your toilet tank will reduce the amount of water your toilet requires to flush.

### ***Ditch single-use items***

Look around your bathroom for all the single-use items you own. Chances are, there's a better alternative, like bamboo makeup pads, silicone cotton swabs or even a water flosser to replace dental floss.

### ***Pick natural beauty***

Switch to cosmetics made with all-natural ingredients that are healthier for your body and the environment. Most cosmetic products are not FDA-approved and contain harmful ingredients.

### ***Prevent your drains from clogging***

Use a drain catcher to prevent clogging without the use of harsh chemicals. Making your own natural drain cleaner with baking soda, salt and white vinegar will clear most existing build up.

## Area-specific



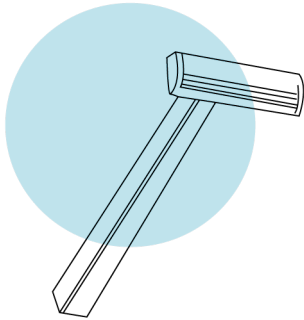
Environmentally sustainable



Energy saving



Money saving



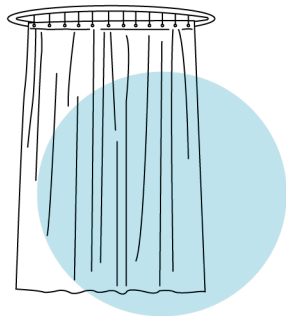
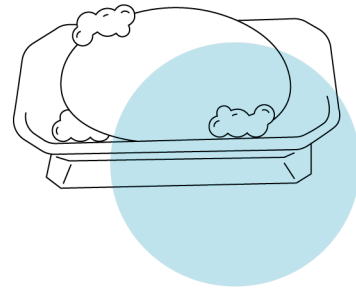
### Razor

An estimated two billion disposable razors end up in our landfills each year. Switch to a metal safety razor for an aesthetically pleasing, money-saving, eco-friendly alternative.



### Soap

Liquid soap wastes plastic and often contains harsh chemical ingredients. Switch to bar soap for a cheaper, more natural option.



### Shower curtain liner

Plastic shower liners accumulate mold easily and are difficult to clean. Save the waste and money spent on plastic liners and switch to fabric liners that can be washed and reused.



## Trash can

Plastic basket liners are a waste, even for your waste basket. Consider using a metal trash can, which can be easily cleaned, or buy compostable bin liners.

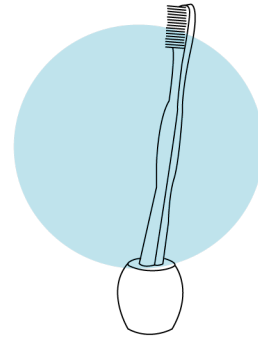
---

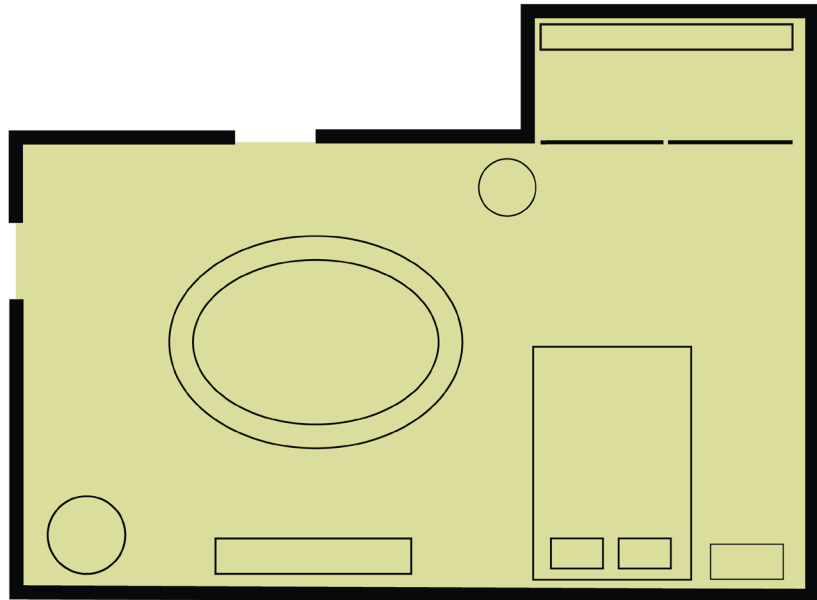


## Toothbrush

Disposable toothbrushes amount to 50 million pounds of waste each year in the U.S. alone. Switch to a toothbrush with a replaceable head made of a sustainable material like bamboo.

---





# Bedroom

## Best Practices

### ***Keep your closet green***

Read tags and look for natural fibers as opposed to synthetics, and purchase from sustainable clothing brands. Thrift shopping is also an excellent way to buy clothes without wasting production resources.

### ***Pick furniture with purpose***

Choose second-hand furniture whenever possible. Buying old furniture avoids the chemical processing used to make new materials like vegan leather, polyester and suede.

### ***Fill up the laundry hamper***

Wait until you have a full load of laundry before using washing machines to save water and energy. Air-drying your clothes is another easy way to save resources.

### ***See the bright side***

Turn off your lights as often as possible. Opening your blinds and curtains during the day fills your home with free, natural light.

## Area-specific



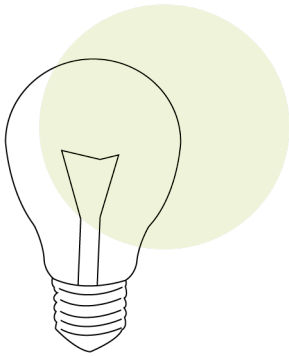
Environmentally sustainable



Energy saving



Money saving



### Lights

Traditional incandescent lights use 25-80% more energy than LED lighting. Make the switch to less energy usage and savings with LEDs that can last 3-25 times longer.

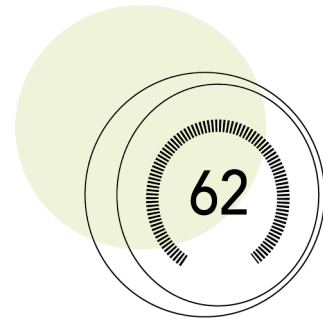
---



### Thermometer

Warm houses can have detrimental effects on your health and energy bill. Keep your thermostat low to boost your immunity and metabolism and reduce carbon emissions by nearly 2,000 pounds each year.

---



### Essential Oils

Aerosol room sprays can contain toxic chemicals and often have an artificial smell. Switch to essential oil diffusers to fill your room with an earth-friendly scent.

---



## Bedding

Choosing the wrong bedding can expose you to harmful chemicals and dyes. Switch to a more sustainable material such as bamboo or organic cotton and rest easier knowing you've done your part to save the earth.

---



## Ceiling fan

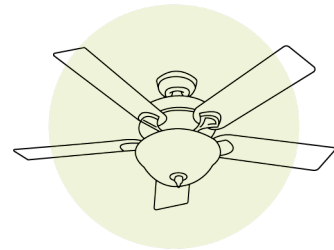
### For Winter

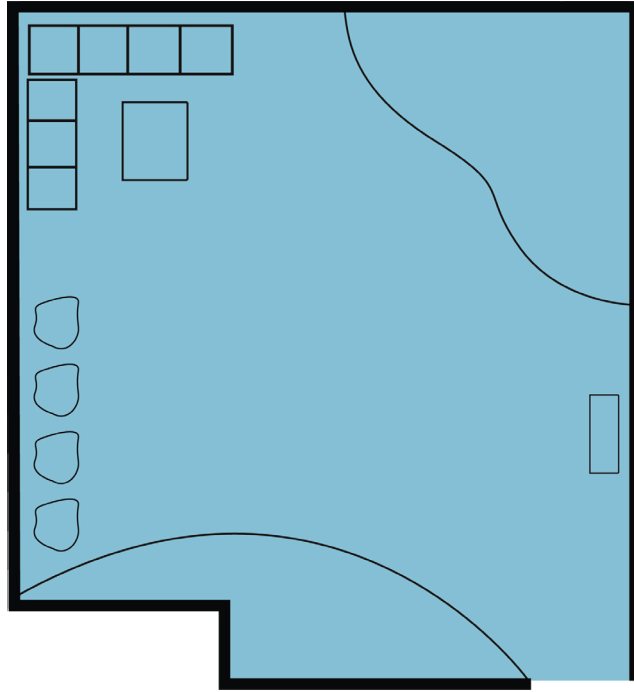
The direction your fan spins may be wasting energy. During colder months, spin your fan clockwise to bring the warm air down, along with your energy bill.

### For Summer

During the warmer months, spin your fan counterclockwise to push the warm air up and your energy bill down.

---





# Outdoors

## Best Practices

### ***Take a break, take a walk***

Take a stroll toward a healthier heart with outdoor walks. A jaunt around the neighborhood can release serotonin in the body as well as provide a dose of Vitamin D, which is essential to daily human function.

### ***Keep your best friend close***

Play with pets to keep your mind at ease and stay focused throughout the workday. Studies show that a quick round of tug of war releases oxytocin, a love hormone, and leaves you feeling happier afterwards.

### ***Be a zero hero***

Think of creative, zero-emission ways to get where you need to go. Walking, biking and even rollerblading all help fight the largest greenhouse gas contributor: gas-powered transportation.

### ***Plant something green***

Sow your seeds outdoors to spruce up the earth and give yourself a satisfying daily routine. Plants provide food and oxygen, help save energy, clean the air and help combat climate change.

## Area-specific



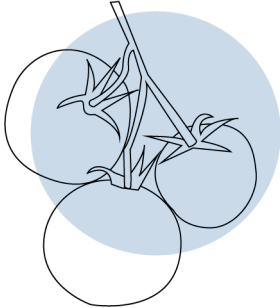
Environmentally sustainable



Energy saving



Money saving



### Garden

Food packaging makes up more than 23% of the material reaching landfills in the U.S. Create your own garden and enjoy homegrown fruits and vegetables all while cutting down waste.

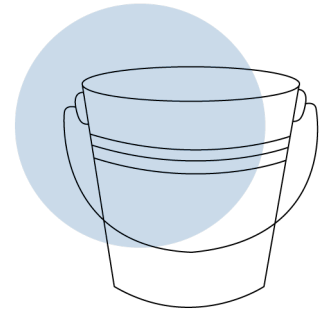
---



### Bucket/Barrel

Conserved rainwater can be used for watering plants or for boiling to drink and cook with. If your city allows harvesting rainwater, don't let the rain, rain go away next time those clouds roll around.

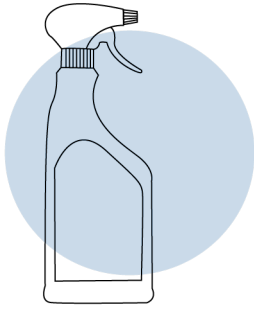
---



### Eco-friendly furniture and textiles

Selecting organic fabrics and sustainable materials helps make you one with nature. Avoid exposure to chemicals often used during the production of outdoor furniture.

---



## Weeds

Weeds can be essential to an environment's ecosystem but can be unsightly. If you prefer your landscape without them, consider an environmentally friendly alternative to weed killers, such as natural herbicides.

---



# Outro

**Thank you for taking the time to learn how to best maximize the sustainability potential of your Green Home.**

**If you'd like additional resources, please refer to:**

[www.sustainability.gov](http://www.sustainability.gov)

[www.usa.gov/green](http://www.usa.gov/green)

[www.epa.gov/smartgrowth/tools-and-resources-sustainable-communities](http://www.epa.gov/smartgrowth/tools-and-resources-sustainable-communities)

[www.gsa.gov/sustainabledesign](http://www.gsa.gov/sustainabledesign)

