



Meeting 3: Continue with Workbook 1: Energy Efficiency

(Meeting 3 is almost identical to Meeting 2)

1. Thank everyone for participating.
2. Remind everyone that your office or clinic includes five minutes of environmental sustainability in the staff meeting once a month.
3. At this meeting, review your progress with the two Action Steps that were adopted at Meeting 2. Adopt one or two more Steps from our “Quick Start, Now!” section of “Workbook 1: Energy Efficiency: [Workbook 1](#) These steps are provided below.
4. Announce that at the next meeting, you will begin the topic of Solid Waste and Recycling.
5. After the meeting, fill out the Green Meeting Notes form. Keep it very brief– not more than 5 minutes for completing the form: [Green Meeting Notes Form](#) . File this and email it to: member.services@mygreendoctor.org.



Energy Action Steps



Turn Machines Off



Adopt a policy to turn off lights, computers, monitors, fax machines, copiers, and printers at night. This saves a lot of energy and money. Set computer monitors to “sleep mode” if they must stay on. Perhaps plug all machines into power strips to make it easy to turn them off at night with just one button. You might tape reminder messages onto machines to “Please turn me off!” Speak with your janitorial staff who might be leaving the lights on at night and ask them to please turn off the lights when they are finished working.

Issues to discuss:

1. Can we agree to do this?
2. Do a quick mental inventory of your machines and lights. Are there some that must stay



on?

3. Who will be the leader for this Action Step and report back at the next meeting?



Monitor Your Electricity and Gas Bills

Does your office receive monthly energy bills? If you are in a large building, you may not receive a separate bill for the energy that you use. If you do get monthly bills, ask one person to gather your bills for the past year, and to report your future energy savings every 2-3 months. Your utility company's website likely can tell you how to calculate how much carbon dioxide you are reducing – the main greenhouse gas that causes climate change.

Issues to discuss:

1. Can we agree to do this?
2. Who will be the leader for this Action Step and report back in 2-3 months?



Replace Lightbulbs: Choose Compact Fluorescent Bulbs (CFB) or Low Emitting Diode (LED) Bulbs

Change all incandescent lights (those with filaments inside) to Compact Fluorescent Bulbs (CFBs) or to Low Emitting Diode (LED) bulbs. LEDs are preferred because they use so very little electricity. A 75 watt incandescent bulb is replaced with a 25W CFB.

Most fluorescent bulbs contain mercury, a potent neurotoxin. The typical CFB contains 5mg, compared with 100mg in a mercury thermometer. Most large hardware stores accept used fluorescent bulbs and will dispose of the mercury safely. You also can call your trash collector or local government to find out how to dispose of used fluorescent bulbs in your area.

Also, the following links contain additional recycling information:

[Recycling Simplified in the U.S.](#)
[Waste Management Recycling Tips](#)
[Recycling Tips](#)



Issues to discuss:

1. Can we agree to do this?
2. Do we have dimmer switches that don't allow bulb types to be changed?
3. Do we have a plan to discard used bulbs properly?
4. Who will be the leader for this Action Step and report back at the next meeting?



Add Motion Sensors to Light Switches

Adding a motion sensor to a light switch in each room will minimize the amount of electricity your practice uses by automatically sensing when there is no one in the room and turning off the lights accordingly.

Issues to discuss:

1. Can we agree to do this?
2. Who will take the lead to contact the building manager or electrician to have this completed?



Thermostat Policy

Adopt an office policy to set thermostats to 74 degrees F (23 C) in the summer and 68 degrees F (20 C) in the winter. Put reminder stickers on the thermostats for these settings. Allow and encourage staff members to wear clothing that is comfortable when working with these thermostat settings (lighter weight cotton and linen items in warm weather and layers like cardigans or sweaters in cold weather). Did you know that most office temperatures are set by men and are uncomfortably cold for the women who work there?

Issues to discuss:

1. Can we agree to do this?



2. Do we need to coordinate this with the building manager?
3. Who will be the leader for this Action Step and report back at the next meeting?



Turn Off Your Hot Water Heater

Most doctor offices can turn off their hot water heaters, without health consequences. Handwashing requires soap, water, and friction, but not heat. A large public health clinic in Pensacola, Florida studied this option, found it to be safe, and is saving hundreds of dollars annually. If you cannot turn off the heater itself, close the hot water valve under sinks so that hot water is not used.

If your practice cannot turn your hot water heater off, adjust the heater so the “hot” temperature is not so hot. Try turning down your water heater temperature to an energy-efficient 120 F or 48 C.

Issues to Discuss:

1. Can we agree to do this?
2. Who will be the leader for this Action Step?