

Recycle

- Provide recycling bins in office areas and employee break rooms. Glass, cans, plastic (#1-5), newspaper and other paper is recycled by the Village.
- Collect all batteries, printer and copier cartridges for recycling.
- Recycle CFLs, fluorescent bulbs and other bulbs that contain mercury.
- Food vendors may wish to work with the village to recycle food waste for composting.
- For more info: <https://www.epa.gov/recycle/how-do-i-recycle-common-recyclables>



Recognition

Businesses that adopt or continue sustainability practices will be recognized for their efforts. To request recognition or to learn more, please contact Adam Hall at the Village: ahall@villageofglencoe.org or (847) 835-4111.

SUSTAINABLE
GLENCOE

BUSINESS-CENTRIC
SUSTAINABILITY PRACTICES FOR A
GREENER GLENCOE

*Learn more about the Sustainability Task Force at
www.villageofglencoe.org/STF*

Businesses are encouraged to engage in environmentally responsible practices—**which also can save money**—by:

- Replacing disposable with reusable items
- Participating in the Village’s Recycling Program
- Reducing energy and resource consumption through site improvements such as energy-efficient lighting, HVAC maintenance and upgrades

Local businesses that adopt sustainability practices may apply to the Village for recognition as a Business Partner for a **Greener Glencoe**.

Sustainability: Striving for Best Practices

Inventory Your Purchases

- Look for products that use less packaging. Buying in bulk, for example, can reduce packaging and **save money**.
- Purchase products that are biodegradable and/or easily recycled.
- Purchase products that contain recycled content.



Examine Your Packaging

- Use recycled and recyclable materials for packaging when possible.
- Find alternatives to plastic bags; buy re-usable bags with your logo and provide them to your customers.
- Train retail employees to ask: “Would you like a bag?” before automatically supplying a customer with a bag.

Review Cleaning Processes and Products

- Use green products whenever possible.
- Review your cleaning processes to see how they can be made more efficient to save energy, water and time.

Reduce, Reuse, Recycle

Reduce Energy Use

- Change incandescent light bulbs to LED or compact fluorescent bulbs (CFLs). Recycle CFL bulbs properly.
- Adopt a “lights out” policy for all rooms when not in use. Better yet, install motion sensors.
- Use natural light and task lighting when possible. Limit use of overhead lighting.
- Turn off printers, computers, copiers, lighting and other equipment when not in use, especially overnight.
- Tune up your HVAC system or ask your building owner/manager to do so.
- Consider using solar energy to heat water or to generate electricity.



Reuse

- Provide a water cooler with glasses or biodegradable cups. Avoid providing water in plastic bottles.
- Encourage use of reusable cups, plates and utensils in employee break room. Avoid using Styrofoam.