



Meeting 3: Continue with “Workbook 1: Energy Efficiency”



1. Thank everyone for participating.
2. At this meeting, review your progress with the two Action Steps that were adopted at Meeting 2. If there is interest, adopt one or two more Steps from our “Quick Start, Now!” section of “Workbook 1: Energy Efficiency”. <https://www.mygreendoctor.org/workbook-1-introduction/>, or from the others in the Workbook. **These are provided below.**
3. Announce the date for the next meeting, on the topic of “Solid Waste & Recycling”.
4. After the meeting, fill out the Green Team Notes form. Keep your Notes very brief– not more than 5 minutes for the Notes form: <https://www.mygreendoctor.org/resources/green-team-notes-form/> .



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. 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.

Issues to discuss:

1. Can we agree to do this?
2. Do a quick mental inventory of your machines & 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 Green Team member to gather your bills for the past year, and to report your future energy savings every 2-3 months. Your utility's website likely can tell you how to calculate how much carbon dioxide you are reducing – the greenhouse gas that is causing most climate change.

Issues to discuss:

1. Do a quick mental inventory of your machines & lights: are there some that must stay on?
2. Who will be the leader for this Action Step & report back in 2-3 months?



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

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

Issues to discuss:

1. Can we agree to do this?
2. Do we have dimmer switches that don't allow bulb changes?
3. Do we have a plan to discard used bulbs properly? 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. For general recycling advice, try <http://www.recycling-guide.org.uk/rrr.htm>.
4. Who will be the leader for this Action Step and report back at the next meeting?





Thermostat Policy

Adopt an office policy to set thermostats to 74 degrees F (23 C) in the summer and 68 F (20 C) in the winter. Put reminder stickers on the thermostats for these settings.

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. Hand-washing requires soap & water, 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.

Issues to discuss:

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