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CHANGING THE COLOR OF YOUR OFFICE

As of this writing, the terrible situation in the Gulf of Mexico has proven to be a massive exercise in frustration and concern. From the almost daily viewing of the oil coated beaches and it's effects on wildlife and human life makes it devastatingly apparent that some ways of life have to and should change. Of course the insurance industry is no exception to this rule.

We must all find better ways of powering our businesses to make us less dependent on expensive energy costs. Finding cost saving measures in our business anywhere can only help. Many of us in this business know the amount of paper generated on a constant basis. Recycling paper is the best start. Many towns have recycling pick-up on a regular basis.

Businesses should participate in this also. The fact is now the paperless office is the way to go. With computer files and proper back up, there might not be a need to maintain physical files. Just



think of not only the savings for paper and ink, but also the amount of space that will now be available to you. For those reports that need to be printed, even considering a lighter font (Arial) will save you on ink costs over the long run. Also try to re-use shipping boxes that are usually in good shape for several shipments. Other energy

savings tips include turning off PCs, monitors, printers copiers and lights every night when not in use. Consider installing motion detectors or dimmers to control lighting in frequently unoccupied areas such as restrooms and lunch rooms. Using compact fluorescent light bulbs instead of incandescent light bulbs will cut your energy light use significantly. Have your employees use ceramic coffee cups in place of disposable paper or worse, Styrofoam cups.

Some things that require little or no effort can and will result in significant savings, increased space and be environmental friendly.

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