

Adopt the 5 R's when working from home

Reduce

Use less electricity by having your office by a window and using natural light.

Get LED light bulbs.

Turn off power or unplug when not using.

Keep outside lights on only when necessary.

Dress in layers and turn down your heater.

Be efficient in running errands; take one trip and stop at all the locations, making a list before you shop.

Stay away from single-use purchases; buy in bulk and use a bowl for your snacks.

Eliminate plastic shampoo bottles by using shampoo bars.

Reuse

Use water bottles instead of bottled water; mugs for coffee or tea.

Use reusable bags.

Practice minimization.

Use rechargeable batteries.

Get an eco-friendly straw.

Recycle

Gather the hard-to-recycle items and find a collection site near you.

Save your glass, and find a glass collection area near you.

Repurpose

Create a theme for your *at-home work place* and use some forgotten items to change up your space.

Add plants to your location.

Wear secondhand clothes.

Compost your food waste.

Get that comfy chair.

Refuse

If it is possible, schedule your meetings with a half hour in between to stretch, block time for a break from Zoom for yourself.

Don't be sedentary, try some chair yoga poses or stretches to move around between your calls.

When you go outside for your walk to get fresh air, take a bag and pick up garbage along your route.

Adopt small, healthy rituals.

Set parameters.

Unsubscribe from unwanted email lists.

Reply STOP to unwanted texts.

Cultivate good water habits. Stop being a water waster – make sure you don't have any drips, install new water-saving fixtures, time your showers, turn off the water while brushing your teeth, use the water from your dehumidifier to water plants or for your laundry.

Don't print! Instead, scan, screen shot, copy to chat or screen share, etc. End the paper clutter!

Manage distractions by putting up a sign or closing the door so you can focus.

Get up earlier and do your harder tasks while it's quiet and you have a fresh start to your day.

When you know you will be distracted, do lower attention tasks or take shifts with another adult so your distraction is minimized when you need to focus.

REWARD yourself with something small to look forward to. A small event, maybe?

You can request no utensils with your to-go or pick-up food orders, and there are dining locations that you need to ask for utensils and napkins to keep waste to a minimum. One take-out restaurant that mostly avoids single-use plastics is Chipotle. The food tray is paper and the top is aluminum.

- [Find Sustainable Pittsburgh Restaurants Here](#)

Things that may surprise you:

Do not bag your curbside recyclables. Place them directly into a blue recycling bin.

Glass may not be recyclable in your area anymore. Check with your local municipality.

No soiled pizza boxes. If the top is not soiled, you can cut the top off and recycle it separately from the soiled portion.

Glass

There are permanent drop-off locations and many temporary drop-offs. The city has roll offs for glass at Construction Junction and the 31st Street City site in the Strip District.

- [City of Pittsburgh Drop Off Locations](#)

Beltzhoover/Knoxville 24-hour drop-off

623 Bausman St, Pittsburgh, PA 15210

412-225-2631

Strip District 24-hour drop-off

3001 Railroad St, Pittsburgh, PA 15201

412-255-2631

Construction Junction 9am-5pm Monday – Saturday; Sunday Noon-3

214 North Lexington St, Pittsburgh, PA 15208

412-243-5025

To find other locations outside the City of Pittsburgh and/or temporary drop-offs, the Pennsylvania Resources Council's (PRC) website is a valuable resource. They also hold special collections for hard to recycle items like e-waste, tires and more.

- [Pennsylvania Resources Council](#)

Household Hazardous Waste (HHW)

Household Hazardous Waste is typically comprised of unused household products that are generally harmful or toxic to the environment if not properly disposed. PRC holds special collection events for pesticides, batteries, chemicals, paints and pharmaceuticals.

- Don't know what an HHW is? [Review this Document \[pdf\]](#)
- [DEP HHW Collection Programs](#)
- [PRC Collection Events](#)

Other Items:

Not sure how to recycle books, paper, electronics or other items? Checkout the Allegheny County Recycling Resource Directory.

- [Allegheny County Recycling Resource Directory \[pdf\]](#)

Need More Help?

Your County Recycling Coordinator is the number one resource for details on your county's drop-off locations, municipal recycling programs, special collection events and programs, and other useful local recycling information.

- Joy Smallwood, Allegheny County Recycling Coordinator
412-578-8390 Joy.Smallwood@AlleghenyCounty.US
- Pennsylvania residents outside of Allegheny County?
[Find your Recycling Coordinator](#)
- Pennsylvania DEP's Recycling Hotline **800-346-4242**

Deeper Dive

The Ultimate Guide to Working from Home: 26 Tips for Maximum Productivity
Here is a helpful guide to help you stay focused and productive working from home.

- [Dean Bokhari Working from Home](#)

The People's Ecochallenge 2020 Actions

The People's EcoChallenge is our global community's most popular EcoChallenge, offering a vast library of actions. Check out the 200+ actions that you can practice anytime.

- [People's EcoChallenge](#)

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- [Environment at CMU Website](#)