

Sustainability Quick Start Guide



Step 1 Make an agenda

Choose realistic Sustainable Development Goals.

Scale to your organization's size and abilities.

What do you want to accomplish?	Begin with the easy actions	Share sustainability goals with vendors and customers	Estimate cost of sustainability activities
List your goals	Choose a team member who will monitor each goal	Add a link or tab to sustainability on your website	Build a fee schedule in your projects
Create a timeline for each goal. Is it monthly, annual or long term?	Accountability and easy goals give a feeling of progress	Summarize your sustainability goals in bids, quotes, email signatures	Customers need to be introduced as participants in sustainability

Step 2 Inventory unwanted and outdated equipment

Create categories of unwanted equipment. Do quarterly updates on actions and inventory.



Step 3 Identify a certified recycler and verify qualifications

Check local requirements. Your city may have recommended recyclers who are registered and licensed for e-waste.



Step 4 Publicize your commitment to your sustainable goals!

Sustainability should be part of your sales, service, and employee recruitment communications.

- 1 Include a brief statement of your sustainability commitment in your sales and project quotes.
- 2 Your customers can be part of the solution. Discuss disposal or re-use options with them.
- 3 When recruiting new employees, share your commitment to your sustainability goals.