

# Sustainability Tips for Metro Nashville General Government Employees

- How sustainable is your Metro office? Find out by doing this [audit of your workspace](#). [Share your results](#), and we'll work with you to help green your space.
- If your office would like a customized sustainability training (in-person or virtual), [email us](#) to schedule one.
- Each fall, Metro General Services and Metro Human Resources offer MetroConnect, tours of innovative and sustainable city facilities led by and for Metro employees. [Learn more about MetroConnect](#).

## Energy

When you leave work for the day, Metro ITS encourages you to place your computer in "sleep" mode instead of "shut down" because on occasion ITS activates software updates overnight. Exception: over the weekend, go ahead and "shut down" to save more energy. If updates have been made over the weekend, they will automatically take effect when you turn your computer on Monday morning.

You can also turn off your monitor screen and select the "Power Saver" option by selecting the Control Panel, then Hardware and Sound, then Power Options. (in Windows)



## Waste

Every Metro Department is responsible for purchasing its own printing paper. Order paper made from post-consumer recycled material rather than paper made from virgin wood fiber. For your next big printing project, ask [General Services' Print & Copy Service Center](#) about its 30% post-consumer recycled content paper option for your order.

Request an ink cartridge and toner recycling bin. The General Services' [Printing Services](#) division will provide your office with a bin for used ink cartridges & toners; contact them to order one.

If you have reusable surplus items at work that you no longer need but are still in good condition, then send them to [eBid](#)! You can inform your supervisor or go to [Inside Metro General Services eBid webpage](#), where you will find the appropriate forms to complete.

## Mobility

Full-time city employees qualify for a FREE WeGo EasyRide pass! Public transportation takes cars off the road and reduces pollution. Contact your department's EasyRide coordinator (typically your HR Coordinator) to sign up and get your free [EasyRide pass](#).

Metro has an [Anti-Idling Policy](#) which applies to all Metro employees driving city vehicles, except in cases of emergency or if it will prevent the employee from performing their job.

Metro offers a [Green Parking Permit](#) providing free downtown metered parking for owners of clean technology vehicles or those who purchase carbon offsets.



## General Services Facilities

General Services manages about half of all Metro General Government facilities. If you work in or visit a General Services-managed building, here are some of the sustainable practices you can expect to encounter.

### Energy

To keep building occupants comfortable, General Services sets the temperature of buildings at a range between 68-72 degrees. If it's too hot or too cold in your office, contact your designated facility person. Please refrain from taking matters into your own hands, as this can have unintended consequences. For example, if you cover up air vents with any materials such as cardboard, it could cause issues with the HVAC system.

### Waste

Occupants of buildings managed by General Services may obtain a personal blue desk-side recycling bin by contacting [socket@nashville.gov](mailto:socket@nashville.gov).

Empty your personal desk-side recycling bin into your building's large green recycling cart, grey cart or recycling station, depending on who manages recycling at your building.

### Mobility

For those who drive electric vehicles, General Services has over 80 electric vehicle charging ports at more than 25 sites across the city. [Locate all EV charging ports in Nashville](#).

Some General Services locations, like Fulton Campus' parking garage, have designated, convenient parking spots for employees who drive an electric or hybrid vehicle or who carpool to work. For questions about the Fulton Campus program, contact [edna.jones@nashville.gov](mailto:edna.jones@nashville.gov).

Fulton Campus, Metro Southeast, Historic Courthouse, Parks HQ, and Lentz Health Clinic have electric vehicles available to qualified employees as pool shared vehicles. These vehicles can be used for Metro business during business hours. [Here is a video on how to use these vehicles](#).



### Water

General Services has hydration stations with pet drinking dishes at locations across town. These include West Police Precinct, Farmers Market - south & north sheds, Fulton Campus, Public Square, Fannie Mae Dees, McCabe Park, Hermitage Library, Bellevue Library, Lentz Health Clinic, Southeast Davidson Library and Community Center, Bellevue Community Center, and Midtown Hills Precinct.

### Design/ Build

General Services' Small Appliances Policy requests that employees refrain from bringing these types of items to the office. Small appliances can be fire hazards.

General Services has a Green Housekeeping Policy to make your office healthier and environmentally friendly. The Green Housekeeping Policy assures that offices are cleaned with non-toxic cleaning products that are better for the environment.

The policy also includes the use of paper products made of pre-consumer recycled materials (i.e., paper towels, toilet paper), and the use of environmentally-friendly foaming soap (which uses less product).

