

# UW Green Office Certification Checklist

This document is meant for data collection and personal reference only, the official evaluation form can be found online at <http://green.washington.edu/green-office>. Please evaluate your office on the following criteria.



## Office Information

Office Title: \_\_\_\_\_

Location: \_\_\_\_\_ How many people work within your office? \_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Office is comprised of primarily: \_\_ Faculty \_\_ Staff \_\_ Both

## Energy

21 Points Possible, 1 Bonus

### Lighting

- Our office has reminders to turn off lights when they are not in use (1)
- Compact Fluorescent Light bulbs (CFL's) are installed in all task lamps & applicable building lighting (1)
- We utilize natural daylight in offices with windows, turning off unneeded overhead lighting (2)  We do not have windows
- We have dimmers, motion sensors, or occupancy sensors to automatically turn off lights where possible (3)
- The lights in our vending machines are turned off (3)  We do not have a vending machine in our building

### Equipment

- Our bathrooms are equipped with hand dryers (1)
- We encourage staff members to turn off their computer monitors on nights and weekends (1)
- Our office is equipped with Energy Star/EPEAT rated products (2)
- Our office has conducted an appliance audit and eliminated any unnecessary personal refrigerators and other appliances, OR there are no refrigerators older than 7 years in use by the office (2)
- Controls to our office's thermostat are set at the recommended settings of 65-68°F in winter (maximum) and 78°F in summer (minimum) (2) *This is university standard for buildings connected to the centralized thermostat control system, however some buildings can control their thermostats.*
- We have a system (timer, reminders, assigned person, and/or power strips with switches) for turning off applicable equipment at night including desk and kitchen appliances (i.e. printers and coffee makers) and other applicable office appliances (3)
- BONUS: Our office occupies a building that is registered or certified for LEED certification for new or existing buildings (1)

## Green Meetings

8 Points Possible

- We send meeting agendas and information electronically. Participants can review the material electronically or print selected material electronically or print selected materials they feel they must have in hard copy (1)
- If handouts are required, we utilize duplex printing. If this is not possible, we collect and recycle unused handouts at the end of the meeting (1)
- We provide and use projectors and whiteboards in our conference rooms (2)
- We ask presenters/speakers to use slide presentations as opposed to printed handouts and make their slide presentations available electronically to participants (2)
- If available, we use a laptop for notes, rather than paper (2) *Encourage one note-taker who will circulate minutes of the meeting electronically to reduce duplication of effort and resources.*

## Paper Conservation

16 Points Possible, 2 Bonus

### Paper Reduction

- Our printers and copiers have duplex capability or we have a migration plan for machines that do not have duplex printing capability (1)
- We have an online website (e.g. wiki or catalyst) for meeting agendas and notes (1)
- We are tracking the number of pages printed and displaying a graph to encourage print reduction (2)
- Our **printer's** default setting is to duplex print (double-sided), and tutorials/training are available to assist employees in their non-duplex printing needs (3)  Default setting  Default setting and tutorials  No
- Our **copier's** default setting is to duplex print (3)
- We are currently using a network printer (3)
- BONUS: We have one or more office members who work paperless (1)

### Document Length Reduction

- We use narrow margins when possible (1)
- We use a small 10 pt font size when printing (1)

- We use single or 1.5 spacing rather than double spacing (1)
- BONUS: We take our one-sided misprinted paper or out of date stationary to a copy center to re-use as notepads (1)

## Publications & Marketing Communications

21 Points Possible

- At least one of our regularly printed publications (newsletter, brochure, flyer, etc.) has been reduced in size or page count (1)
  - We do not regularly print any publications
- Our publications do not use foils, lamination, or other effects that make the printed piece unrecyclable (1)
  - We do not regularly print any publications
- We produce posters or use paperless means to promote an event or cause rather than mass-distributing brochures or flyers (1)
  - We do not have events/causes that require promotion
- When printing publications, we take into account which size paper and printing style will be most efficient and use the least resources (2)
- We have replaced at least one recurring printed publication with an online version (2)
- We use postcards to send our audience to an online publication, rather than printing and sending the publication (2)
- All marketing publications are printed on Forest Stewardship Council (FSC) certified or 100% recycled paper (3)
- Our office comments digitally on publications (i.e. through Adobe Acrobat Professional) rather than printing proofs (3)
- We use email for inter-office announcements, rather than printing posters or flyers (3)
- If our department requires form completion, all forms are online/digital (3)  We do not create forms

## Purchasing

17 Points Possible, 1 Bonus

- We have an area for exchanging excess supplies such as binders, scissors, padded envelopes, & file folders (1)
- We purchase remanufactured toner cartridges (2)
- We refill empty toner cartridges (2)
- We purchase reusable and durable supplies, such as rechargeable batteries, refillable pens & mechanical pencils (2)
- We purchase products with the maximum post-consumer recycled content available. Copy and printer paper is 100% recycled content, other paper is unbleached, 30% - 100% post consumer waste recycled content or FSC-certified (3)
- When requirements arise for items such as office furniture and larger equipment, we check UW Surplus Property for used items first. If purchases must be made, we opt for equipment that is durable and can be easily repaired (3)
- BONUS: When new furniture is needed, we purchase Greenguard Certified furniture to ensure emissions meet acceptable Indoor Air Quality standards (1)
- We purchase products with minimal packaging, including:
  - We buy in bulk to reduce packaging (1)
  - We have a "coffee club" which means we purchase coffee, cream and sugar in bulk rather than individual portions (1)
  - We consolidate supply orders so that delivery is less frequent (2) *Vendors may offer additional discounts for order consolidation.*

## Recycling \* Composting \* Waste Reduction

26 Points Possible, 1 Bonus

*\*Only approved recycling and solid waste collection bins are permitted within campus buildings as provided by Building Services—  
Recycling & Solid Waste*

### General Recycling

- Recycling bins have decals and/or recycling poster is hung above the bins (1)
- Copy rooms have a mixed paper "Bag-it" station, or a mixed paper cart (2)
- All workstations are equipped with a self-service, desk-side "mini" waste bin and 28-quart recycling bin commonly referred to as MiniMax (3)  We are on the waiting list for MiniMax (1)
- The following places have collection bin sets that include waste, mixed paper, and cans & bottles (no cans & bottles bin is required in rooms where food/drink are not permitted)
  - Public areas (reception areas, hallways, etc) (1)  Conference rooms and classrooms (1)
  - Kitchen or break rooms (1)  We do not have a kitchen/break room

### Composting

- Our office participates in the composting program (i.e. a compost bin is available in a common area) (3)
- A composting poster is hung on or above compost bins (1)
- Approved compostable service-ware items (plates, cups, and utensils) are available for staff use instead of non-compostable service-ware items, for times when reusable alternatives are not appropriate (1)

### Waste Reduction

- Our office promotes use of reusable/durable food containers and discourages the use of foil, plastic wrap, and other disposable food packaging through informational posters & signage (1)
- Office promotes use of durable service-ware by providing or having staff bring in their own durable plates, cups, and utensils (3)



*Specialized Recycling*

- Location of nearest e.media/battery bin is posted if there is not one readily available in your building (1)
- Office recycles Styrofoam (Peanuts or Blocks) (1)  Office recycles plastic bags/film (1)
- Office recycles printer cartridges (1)  BONUS: Other \_\_\_\_\_

*Staff Education & Information Sharing*

- New employee orientation includes information about the University’s recycling and composting programs and a link to the UW Recycling & Solid Waste's website (uwrecycling.com) (1)
- Staff meetings or other means of communication (email, etc.) regularly include agenda items regarding the office’s current waste reduction, composting, and recycling strategies (2)
- Recycling/composting/waste reduction signs and/or posters are visible by building occupants and visitors (2)

**Transportation**

18 Points Possible, 1 Bonus

- Most of our staff walks or bikes to off-site campus meetings (1)
- Our staff is allowed to telecommute when possible (1)  Telecommuting is not possible in our office
- We provide and utilize the resources for conference calls, rather than travelling to off campus meetings (2)
- Our building provides secure, safe bike parking (2)
- We have an incentive program for employees to purchase and use the U-Pass (i.e. rewards/parties) (2)
- If our department has its own motor fleet, at least 20% of our vehicles are fuel-efficient or hybrid/electric (3)
  - We do not have our own motor fleet
- Our office partakes in the UCAR program to minimize personal driving impacts (1)  We have no need to use UCAR
- In the past year, at least one staff member has taken the train instead of airplane to a conference (3)
  - We have not had a conference in the last year where someone would need to take a train or plane
- This percentage of our staff uses alternative commute options to travel to and from work, such as walking, biking, carpooling, and public transportation (3)  85%  75%  65%  Less than 65%
- BONUS: We provide accommodations for bicycle commuters such as shower facilities or indoor bike parking (that does not interfere with fire code) (1)

**Other**

6 Points Possible, 6 Bonus

- We share best practices ideas at staff meetings or through other forms of communication or a sustainability topic is always part of the agenda (1)
- At least 50% of our office has taken the UW Sustainability Pledge (1)
- At least 50% of our office is aware of the UW Climate Action Plan and is familiar with its policies (1)
- Our common areas are supplied with green cleaning supplies (i.e. dish soap) (1)
- Our office has an active Green Team, or members of our office are part of one (2)
- BONUS: Plants at workstations – plants act as air filters and can absorb some pollutants. (Please be aware of your coworker’s allergies to indoor plants before bringing in any plants to live at your workstation) (1)

*BONUS Points for Innovation*

Please describe any additional sustainable features of your office that this certification program has not captured. (i.e. Patio gardens, CSA membership, etc). (1 pt each, 5 pts max)

- Innovation 1: \_\_\_\_\_
- Innovation 2: \_\_\_\_\_
- Innovation 3: \_\_\_\_\_
- Innovation 4: \_\_\_\_\_
- Innovation 5: \_\_\_\_\_

Notes & Comments:

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Visit <http://green.washington.edu/green-office-how-to> for resources that will help your office implement these criteria. The application form can be filled out at <http://green.washington.edu/green-office>.