

# 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, 3 Bonus

### Lighting

- Our office has reminders to turn off lights when they are not in use (1)
- Energy-efficient lightbulbs (CFLs/LEDs) are installed in all task lamps & applicable building lighting (1)
- We utilize natural daylight in offices with windows, turning off overhead lighting when possible (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 office has reminders to turn off 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 appliances (2)
- There are no refrigerators or other appliances older than 7 years in use by our office (2)
- Controls to our office's thermostat are set at the recommended settings of 65-68°F in winter and 78°F in summer (1) (*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 bathrooms are equipped with hand dryers (2)
- 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 instead of providing printed copies (1)
- If handouts are required, we utilize duplex printing or print multiple slides on one page (1)
- We ask presenters/speakers to use electronic presentations as opposed to printed handouts and provide their presentations to participants prior to the meeting (2)
- We use a laptop to take meeting notes, rather than paper (2) *Encourage one note-taker who will circulate minutes of the meeting electronically to reduce duplication of effort and resources.*
- When providing refreshments/water, we provide reusable or compostable containers and serveware (ie no bottled water) (2)

## Paper Consumption Reduction

23 Points Possible, 2 Bonus

### Paper Reduction

- Our printers and copiers have duplex capability, or we have a migration plan with a deadline for machines that do not have duplex printing capability (1)
- Our **printer's** default setting is to duplex print (3)
- Our **copier's** default setting is to duplex print (3)
- We have an electronic process for sharing meeting agendas and notes (1)
- We have worked with campus units to suppress printed reports and switched to electronic versions (3)
- We are tracking the number of pages printed and displaying a graph to encourage print reduction (2)
- We are currently using a network printer (3)
- We use [UW Managed Print Services](#) (MPS) for our printing needs (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 when possible (1)
- We use single or 1.5 spacing rather than double spacing (1)



- When printing presentations, we print multiple slides on one page (1)  
 BONUS: We reuse our one-sided misprinted paper or out-of-date stationery as note paper (1)

## Publications & Marketing Communications

18 Points Possible

- We have replaced our recurring printed publications with online versions (2)  
 50-100% (2)     Less than 50% (1)     None (0)     We do not produce recurring printed 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 use paperless means to promote events or causes rather than mass-distributing brochures or flyers (2)  
 Always (2)     Sometimes (1)     Never (0)     We do not have events/causes that require promotion  
 When printing publications, we take into account which paper size and printing format will be most efficient and use the least resources (1)  
 We use postcards to send our audience to an online publication, rather than printing and sending the publication (2)  
 Always (2)     Sometimes (1)     Never (0)     We do not promote our publications  
 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 (2)  
 If our department requires form completion, all forms are online/digital (2)  
 All (2)     Some (1)     None (0)     We do not create forms

## Purchasing

17 Points Possible, 1 Bonus

- We have a system for sharing excess office supplies (1)  
 We purchase remanufactured toner cartridges (2)  
 We refill empty toner cartridges (2)  
 We purchase reusable and durable office supplies, such as rechargeable batteries, refillable pens & mechanical pencils (2)  
 We purchase products with the maximum post-consumer recycled content available (3)  
 When purchasing office furniture and larger equipment, we check UW Surplus Property for used items first (2)  
 If purchases must be made, we opt for equipment that is durable and can be easily repaired (2)  
 BONUS: When new furniture is needed, we purchase Greenguard Certified furniture to ensure emissions meet acceptable Indoor Air Quality standards (1)  
 When our office purchases catering, we use local caterers who provide sustainable food and serviceware options (2)  
 When we purchase supplies and equipment, we use local and small businesses whenever possible (2)  
 We purchase products with minimal packaging, including:  
 We buy in bulk to reduce packaging (1)  
 We consolidate supply orders so that delivery is less frequent (2) *Vendors may offer additional discounts for order consolidation.*

## Recycling \* Composting \* Waste Reduction

37 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

- All garbage or landfill bins have an accompanying recycling bin (Recyclables are banned from the landfill in the City of Seattle so all garbage containers need a recycling bin next to it to encourage proper recycling) (1)  
 Recycling bins have decals and/or recycling poster is hung above the bins (1)  
 Copy rooms have a mixed paper “Bag-it” station or mixed paper bin to encourage proper paper recycling (1)  
 All workstations are equipped with a self-service, desk-side “mini” waste bin and 28-quart recycling bin commonly referred to as [MiniMax](#) (3)  
 The following places have collection bin sets that include Landfill, Mixed Paper and Mixed Containers recycling  
 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

- The following places have collection bin sets that include containers for Compost alongside Landfill and Recycling bins  
 Public areas (reception areas, hallways, etc) (2)     Kitchen or break rooms (2)  
 We do not have a kitchen/break room  
 A composting poster is hung on or above compost bins (1)  
 We compost paper towels in our restrooms (3)  
 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 or available (1)

\_\_\_ Location of nearest compost bin is posted if there is not one readily available on your floor or in your building (2)

### Waste Reduction

- \_\_\_ Our office promotes & encourages use of reusable food containers and discourages the use of foil, plastic wrap, and other disposable food packaging through informational posters & signage (1)  
\_\_\_ Our office uses durable water bottles instead of buying bottled drinks (1)  
\_\_\_ Our office promotes use of reusable service-ware by providing or having staff bring in their own durable plates, cups, and utensils (3)

### Specialized Recycling

- \_\_\_ We know the location of the nearest e-media recycling bin and utilize it whenever possible (1)  
\_\_\_ When our office hosts events we make sure recycling and compost bins are available. If not, we reserve special event containers through [UW Recycling's special event recycling program](#) (3)  
\_\_\_ Office recycles Styrofoam (Peanuts or Blocks) (1)                      \_\_\_ Office recycles plastic bags/film (1)  
\_\_\_ Office recycles printer cartridges (1)                                      \_\_\_ Office recycles bottle caps (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)  
\_\_\_ UW Recycling has given their [Recycling Roadshow presentation](#) at a staff meeting (2)

## Transportation

22 Points Possible, 4 Bonus

- \_\_\_ Most of our staff walks or bikes to off-site campus meetings (1)  
\_\_\_ Our staff is allowed to telecommute when possible (2)                      \_\_\_ Telecommuting is not possible in our office  
\_\_\_ Our staff is allowed to work a compressed work week when possible (i.e. an alternative work schedule that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days) (2)  
    \_\_\_ Compressed workweeks are not possible in our office  
\_\_\_ We provide and utilize the resources for conference calls, rather than travelling to off campus meetings (1)  
\_\_\_ When traveling to off-campus meetings, staff is encouraged to carpool, use UW shuttles, mass transit or bike when possible (1)  
\_\_\_ Our building provides secure, safe bike parking (2)  
\_\_\_ Our office had a Ride in the Rain or Bike to Campus Month team in the past year (2)  
\_\_\_ New employee orientation includes information about alternate commute options and encourages use of the [Commute Concierge](#) and the [Commuter Calculator](#) (1)  
\_\_\_ At least 50% of vehicles used by our department are fuel-efficient or hybrid/electric (2)  
\_\_\_ We have optimized vehicle operation routes or schedules to reduce fuel consumption (2)  
    \_\_\_ We do not have vehicles operating on routes or schedules  
\_\_\_ Our office partakes in the UCAR program to minimize personal driving impacts (1)                      \_\_\_ We have no need to use UCAR  
\_\_\_ Our staff take the train or bus to a conference instead of flying or driving alone whenever possible (3)  
    \_\_\_ We do not attend conferences/alternate means of travel to conferences are not possible  
\_\_\_ This percentage of our staff uses greener commute options to travel to and from work, such as walking, biking, carpooling, and public transportation, or eliminates a commute trip by telecommuting (2)  
    \_\_\_ 75-100% (2)                      \_\_\_ 50-75% (1)                      \_\_\_ Less than 50% (0)  
\_\_\_ BONUS: We have an incentive program for employees to purchase and use the U-PASS (i.e. rewards/parties) (1)  
\_\_\_ BONUS: We provide accommodations for bicycle commuters such as shower facilities (2)  
\_\_\_ BONUS: We provide complimentary ORCA cards or bicycles to use to access off-campus meetings (1)

## Additional Criteria

9 Points Possible, 9 Bonus

- \_\_\_ A sustainability topic is part of the agenda at staff meetings or in newsletters (2)  
    \_\_\_ Always (2)                      \_\_\_ Sometimes (1)                      \_\_\_ Never (0)  
\_\_\_ Our office members have taken the UW Sustainability Pledge (2)  
    \_\_\_ 50-100% (2)                      \_\_\_ Less than 50% (1)                      \_\_\_ None (0)  
\_\_\_ Our office members are aware of the UW Climate Action Plan and familiar with its policies (2)

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50-100% (2)     Less than 50% (1)     None (0)

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: Our staff regularly volunteers at or donates to sustainable events, causes and organizations (3)

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>.

