

GREEN OFFICE CHECKLIST

Thank you for participating in the Green Office Program. Please review the checklist below and select a minimum of 23 actions (75 percent) your office would like to achieve. All actions on this list are easy to carry out, require a low time commitment and have no financial investment required. For tips and a complete list of item explanations, please see the [Program Guide](#).

Pre-Audit
To Submit

- The first time you go through this list, use the green boxes to check the items you are currently doing. This will serve as your pre-audit.
- When ready to submit, use the black boxes to check all the items you have accomplished. This will show your progress over time.

PARTICIPATION:

- 1. Our office has signed the Green Office Participation Pledge.
- 2. We include sustainability topics and/or recognize participation in sustainability initiatives as periodic agenda items at staff meetings.
- 3. We utilize the green office logo on our office website and other materials to spread the word of our participation in the Green Office Program.
- 4. We have shared a story about our office's sustainability related efforts to be showcased in campus newsletters and the sustainability website.
- 5. We have completed our green office pre-audit.

ENERGY AND TECHNOLOGY:

- 6. We turn out lights when we leave an unoccupied room for an extended period of time.
- 7. We turn off projectors in classrooms and TVs in conference rooms when not in use.
- 8. We use a shared network printer to eliminate personal printers.
- 9. We unplug power vampires.
- 10. We refrain from using space heaters.
- 11. When possible we use human power instead of electric power.
- 12. Eliminate unnecessary personal refrigerators (and other appliances).

KITCHEN AND LUNCHROOM:

- 13. We report leaks and running taps to Facilities Management.
- 14. We pack or purchase minimal-waste lunches.
- 15. We use reusable to-go boxes in the cafeteria.

MEETINGS AND EVENTS:

- 16. We use reusable mugs/cups, including at office meetings and events.
- 17. We have made our meetings paper-free.

TRANSPORTATION:

- 18. We carpool to off campus events including meetings, conferences, field trips, lunches, etc..
- 19. Members of our office reduce our commuter carbon footprint by utilizing at least one of the following:
 - Hybrid or electric vehicles
 - Carpooling
 - Public transportation
 - Human power
- 20. Members of our office have joined Harper's National Bike Challenge Team.

WASTE AND RECYCLING:

- 21. We utilize the office supply sharing and re-use area (D266b) for acquiring general office supplies before purchasing new items.
- 22. We use interdepartmental envelopes if mailing on campus.
- 23. We practice single-stream recycling and we have posted recycling instructions.
- 24. We cancel subscriptions to unwanted catalogs and junk mail and/or convert subscriptions to electronic format.
- 25. When we print, we use both sides of a page and our printers and computers are set for automatic double sided printing wherever possible.
- 26. We collect and reuse single sided paper as scratch paper.
- 27. We collect chipboard and letter boxes and return them to the print shop to be reused.
- 28. We recycle used toner and ink cartridges from printers and copy machines.
- 29. We use reusable water bottles and utilize bottle filling stations.

OFFICE INNOVATIONS:

- 30. Write 1 additional action that may be specific to your office: _____

Participating Office: _____