GREEN OFFICE PROGRAM

green OFFICE CERTIFIED
Harper College

INTRODUCTION:

The Green Office Program engages staff, faculty and students in a voluntary, self-guided initiative that promotes best practices in office efficiencies, cost savings and environmental practices. The program supports the College's commitment to reducing our environmental footprint and recognizes offices that are leaders in environmental sustainability. A checklist and a series of tools provided by the Sustainability Work Group will guide you through the certification process.

All items on this checklist are zero cost options to reduce your office's environmental footprint. True sustainability happens when it is embedded into our core operation and is part of everyday life. The Green Office Program engages the campus community in taking steps toward a more resilient future.

WHAT QUALIFIES AS AN OFFICE?

Define your own office! An office is any work area that shares common areas and resources. It may Include just a few employees in a department, or can be as large as an entire division. We encourage groups of all sizes to participate.

PROGRAM GOALS:

- Create a more efficient work environment by minimizing waste, saving energy, conserving water and saving money
- Recognize and reward leadership in sustainability
- Educate the campus about how and why to take action
- Integrate sustainability into campus culture

SUSTAINABILITY DEFINED:

The simultaneous pursuit of human health and happiness, environmental quality and economic well-being for current and future generations

-Penn State Sustainability

WHY PARTICIPATE?

- Going green inspires efficiencies and costs savings in our offices
- When we work together we can help the college achieve its climate goals
- Support the college in advancing its mission of stewardship and meeting the challenges of a global society
- Sustainability requires an institutional and individual commitment – we can't do it without you!
- The actions are easy to carry out, require low time commitment and require no financial investment

GETTING STARTED:

1. Define your office and choose a Green Office Representative
2. Download the Green Office forms online harpercollege.edu/gogreen
3. Conduct your green office pre-audit and start greening your office!
4. Check off items on the checklist as they are completed by your office
5. Submit your participation pledge and completed checklist electronically to Amy Bandman, abandman@harpercollege.edu, for certification

QUESTIONS? abandman@harpercollege.edu, ext.6141

harpercollege.edu/gogreen