

# Green Office Checklist Guide

This document contains explanations and tools to help your office complete the green office checklist. Choose at least 23 items (75%) to complete for certification and electronically submit your checklist along with signed participation pledge to the Sustainability Work Group: email all documents to [abandman@harpercollege.edu](mailto:abandman@harpercollege.edu). For participating, your office will receive recognition on Harper's sustainability web page and upcoming newsletters and access to the green office logo.

## PARTICIPATION:

### 1. Our office has signed the Green Office Participation Pledge

Find the electronic pledge [HERE](#). Having all participating office members sign the pledge will jumpstart participation. Submit the pledge along with your completed checklist for certification.

### 2. We include sustainability topics and recognize participation in sustainability initiatives as periodic agenda items at staff meetings

If your office has regular meetings (monthly, weekly, quarterly...) use this time to briefly discuss a sustainability topic, or remind and refresh your participation in the green office program by going through one of the checklist items. Examples include:

Climate Commitments	Landscape/Biodiversity
Energy	Take Action
Food Services	Transportation
Green Classes	Waste Reduction

- ◆ For more ideas visit [harpercollege.edu/gogreen](http://harpercollege.edu/gogreen)

### 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

[Green Office Logo](#)

As a green certified office, you will receive access to the green office logo for your office to use. This is our way of recognizing your participation and a way for others to recognize your great efforts. Use the logo on:

- ◆ Office website
- ◆ Email signature
- ◆ Office letterhead
- ◆ Printed promotional materials
- ◆ Others

### 4. We have shared a story about sustainability related efforts our office is involved in to be showcased in campus newsletters and the sustainability website

Follow this [link](#) to share your sustainability story. The submission form can also be found on the right sidebar of [Harper's sustainability web page](#).

### 5. We have completed our green office pre-audit

The first completion of the checklist prior to certification serves as your pre-audit. This audit will serve as your baseline to show future progress.

For the pre-audit, only identify items that your office is currently undertaking and check the green boxes on the Green Office Checklist.

## ENERGY AND TECHNOLOGY:

### 6. We turn out lights when we leave an unoccupied room

Turning off lights when not in use saves money and conserves energy. Turning off the lights reduces greenhouse gas emissions. Follow this link to learn more: <http://www.c2es.org/technology/factsheet/LightingEfficiency>

#### TIPS:

- ◆ If possible, use natural light from outside – It's free!
- ◆ Remember to turn off the lights in meeting rooms when a meeting has ended.
- ◆ Motion sensors can also act as standard light switches. For extra savings, click the switch on the motion sensor when you enter/leave your office to eliminate wasted energy in the motion lag time.

### 7. We turn off overhead projectors in classrooms and/or TVs in conference rooms when not in use

Turning off electronic equipment when not in use saves money and conserves energy. Additionally, if the projectors are left on too often the expensive bulbs burn out and you may not have a projector when you need it. The projector does not automatically turn off!

#### TIPS:

- ◆ Blanking the projector does not turn it off, you must shut down the projector to fully turn it off.
- ◆ Assign a member of the office (perhaps the meeting organizer) to be in charge of turning off equipment following meetings.

## 8. We use a shared network printer to eliminate personal printers

In addition to the electrical power waste, personal printers require extra manpower to service and are a waste of resources to have toner or ink in each one. Imagine if EVERY employee had a printer on their desk.

**TIP:** A walk to the printer can be refreshing and energizing making your desk time more productive.

## 9. We unplug power vampires

Vampire power is the power consumed by electric appliances while they are switched off or in standby mode. Unplugging appliances and chargers will prevent additional electricity to be drawn from the devices when they are off and will save energy and money.

### TIPS:

- ◆ Unplug laptop, tablet, phone and other chargers when not in use
- ◆ Utilize a powers strip and turn off the power to the power strip when you leave for the night
- ◆ <http://standby.lbl.gov/summary-chart.html>

## 10. We refrain from using space heaters

Space heaters use extra energy, only heat a single person and can impact the thermostat of the room. In addition, space heaters are a fire hazard.

### TIPS:

- ◆ Wear weather appropriate clothing
- ◆ Keep an extra sweater/jacket in your office

## 11. When possible we use human power instead of electric power

Take advantage of the free workout! Choosing to take the stairs instead of the elevator is heart healthy, relieves tension and stress, increases muscle strength and power and saves energy.

### TIPS:

- ◆ Use the stairs instead of the elevator
- ◆ Open doors by hand rather than using the auto operator

## 12. Eliminate unnecessary personal refrigerators (and other appliances)

Refrigerators are on all the time and older models can use 40% more energy. Mini fridges are often less efficient than full sized refrigerators. Eliminating personal refrigerators and instead condensing usage into one larger one is a more efficient use of electricity.

### TIPS:

- ◆ Centralize and share one larger fridge, coffee pot, toaster oven and microwave
- ◆ Use Energy Star appliances
- ◆ Leave space around compact refrigerators to dissipate heat, unplug during vacations and keep door seals tight

## KITCHEN AND LUNCHROOM:

### 13. We report leaks and running taps to Facilities Management

Contact Facilities Management at ext.6350 to submit a work request.

### 14. We pack or purchase minimal-waste lunches

Changing the way lunches are packed can reduce waste to landfills and packed lunches are often healthier for you because you can control what you are eating as well as the ingredients.

### TIPS:

- ◆ Pack lunches in a reusable lunch box or bag
- ◆ Pack food in reusable containers instead of disposable plastic bags
- ◆ Eliminate pre-packaged individual serving sized items
- ◆ Choose items that naturally need no packaging like fruits and vegetables
- ◆ Keep a set of washable flatware at your desk instead of using throw away plastic

### 15. We use reusable to go boxes in the cafeteria

Each year the cafeteria goes through about 28,000 Styrofoam containers. All this waste ends up in the landfill. Harper now has an alternative to Styrofoam. Learn about the Choose to Reuse program [HERE](#)

**TIP:** Stop by the cafeteria and ask for a reusable container when ordering your meal

## 16. We use reusable mugs/cups, including at office meetings and events

### TIPS:

- ◆ Let your individuality shine! Bring in your own mug that identifies who you are
- ◆ Encourage attendees to bring their own cups/mugs if beverages are being served at an event

## 17. We have made our meetings paper-free

### TIPS:

- ◆ Email agendas and minutes
- ◆ Utilize the smart room technology during meetings to show agendas, minutes and reports to eliminate the need to print
- ◆ Scan and email handouts to meeting attendees
- ◆ Use [Office 365](#) to share files
- ◆ Take notes electronically whenever possible

### TRANSPORTATION:

## 18. We carpool to off campus events including: meetings, conferences, field trips, lunches, etc..

Commuting and travel account for one of Harper's highest contributions to the [College's total carbon emissions](#). Carpooling will lead to gas savings and reduced emissions and a lower carbon footprint. This time spent with others can also be used as valuable social networking.

## 19. Members of our office reduce our commuter carbon footprint by utilizing at least one of the following:

- Hybrid/Electric vehicles
- Carpooling
- Public transportation
- Human power

As a non-residential college, commuting to campus is one of the largest challenges presented as we pursue our climate goals. Driving an energy efficient vehicle, carpooling, utilizing public transportation or walking or riding a bike to work are all great ways to help lower your commuter carbon footprint.

## 20. Members of our office have joined Harper's National Bike Challenge Team

The National Bike Challenge is a nationwide event that unites thousands of bicyclists both new and experienced. It is a fun way to challenge the community to get moving and ride to work, the grocery store, or spend time outside with family and friends. Join Harper's team to reduce your carbon footprint and help us rack up the miles. [Harper's NBC Team](#)

### WASTE AND RECYCLING:

## 21. We utilize the office supply sharing and re-use area (D266b) for acquiring and donating general office supplies before purchasing new items.

Reuse is the best form of recycling. Harper has created an office supply reuse area in Building D that collects and distributes gently used office supplies to employees across campus. Before you toss your old office items, take a second to see if they can be donated and reused.

### TIPS:

- ◆ Before purchasing new office supplies, stop by the reuse center (D266b) to see if the items you need are in stock
- ◆ Bring excess supplies back to the supply room to be redistributed
- ◆ Save money by reusing first before buying new supplies
- ◆ Take a look at Harper's [Waste Free Move Guide](#) for information on how to recycle and reuse those unwanted items

## 22. We use interdepartmental envelopes if mailing on campus

Interdepartmental mail has many manila envelopes already in circulation for transporting materials between offices. Reusing these envelopes to move documents across campus is a great way to save resources.

**TIP:** Only use interdepartmental paper mail when email is not an option

**23. We practice single-stream recycling and we have posted recycling instructions**

Harper made the transition to single stream recycling in 2015 to simplify the recycling process and to make it easier for campus users to sort waste. Read more [HERE](#)

**TIPS:**

- ◆ Learn more about what can and cannot go in Harper’s recycle bins [HERE](#)
- ◆ To request additional recycle bins for your office contact Facilities Management ext. 6350

**24. We cancel subscriptions to unwanted catalogs and junk mail and/or convert subscriptions to electronic format**

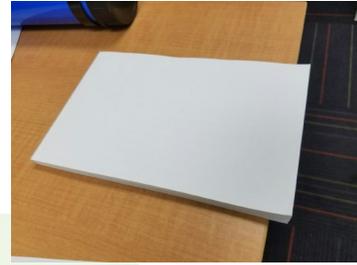
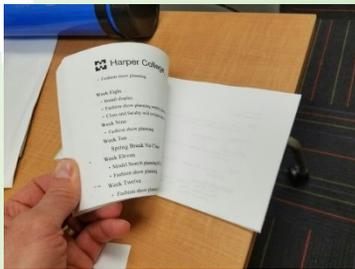
**TIP:** Most publications are available in electronic format. When asked to renew your subscription select electronic format only.

**25. We use double sided printing when hard copies are necessary**

**TIP:** Printers and computers can be set for automatic double sided printing. Contact HELP desk ext. 4357 for additional information.

**26. We collect and reuse single sided paper as scratch paper**

**TIP:** The Print Shop will bind loose paper into note pads. Send extra paper to the print shop to get started.



**27. We collect chipboard and letter boxes and return them to the print shop**

The most common source of chipboard around the college is the back of note pads. Used chipboard gets recycled in the Print Shop and reused as notepad backing.

**28. We recycle used toner and ink cartridges from printers and copy machines**

Recycling used toner and ink cartridges helps conserve our natural resources such as oil/petroleum, water and minerals.

**TIP:** IT partners with Office Max and Cannon to recycle used cartridges. IT will automatically recycle cartridges when your printer is serviced. Call HELP desk ext. 4357 to have extra toner and ink cartridges picked up.

**29. We use reusable water bottles and utilize bottle filling stations**

Not only is water from our water fountains just as safe to drink as bottled water – it’s FREE! Americans buy, consume and throw away the equivalent of nearly 100 billion 12-ounce plastic bottles of water every year. Laid end to end, these bottles would circle the earth more than 600 times!

During one academic year, Harper campus users help prevent waste from about 250,000 disposable plastic bottles ending up in landfills by using our water bottle filling stations. Keep up the good work!

**OFFICE INNOVATIONS:**

**30. Write 1 additional action that may be specific to your office/department:**

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