

Sustainable Work Space Certification

INSTRUCTIONS: Conduct a walk-through of the department to determine their eligibility for sustainable work space certification. Through a process of random interviews of department staff and observation, check all items below representing the department's engagement in sustainable practices. This should take no longer than 15 minutes to complete. THANK YOU!

Recycling

Observable:

- There are recycling bins in all common areas, including kitchens, break and conference rooms, lounges, and copy rooms
- Recycling bins are clearly labeled with appropriate signage (paper, glass / plastic bottles, batteries)
- Each work area (office or cube) has its own desk-side paper recycling bin
- The department collects and recycles batteries
- The department collects and recycles printer ink cartridges and toner
- The department started a Terra Cycle Brigade to collect writing instruments and reduce waste
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Interview:

- The department Green Champion monitors the recycling bins and regularly reviews the proper recycling practices at staff meetings
- Other: _____

Energy Conservation

Observable:

- Lights in all unoccupied common areas (such as kitchens, break rooms, conference rooms, closets or bathrooms) are turned off
- Light switches in these areas have prompts to turn off when not in use
- During the day, computers, printers, and copiers in the department are set to sleep mode when not in use. At night, they are powered off.
- The department uses power strips at individual work stations and switches them off at night
- Microwaves, coffee makers, and other small appliances are unplugged or programmed to shut off at night
- During cold weather, blinds at individual work stations are closed at night

Interview:

- The department Green Champion sends out reminders to turn off lights and other equipment, especially before weekends and holiday breaks
- Other: _____



Water Reduction

Observable:

- Shared printers and copiers are defaulted to the "duplex" and B&W print setting
- The department has eliminated personal printers where applicable
- The department collects and reuses paper with text on one side as scrap paper
- In the kitchen or break room, the department has reusable mugs, dishware, and silverware for staff and visitors to use
- The department has a designated area in the office for sharing office supplies that can be re-used such as file folders, binders, pens, paper clips, etc.
- The department reduces paper margins in order to decrease the length of printed documents

Interview:

- During meetings, hand-outs and paper documentation are minimized by using computer screens or projectors instead
- The department uses inter-office envelopes instead of regular envelopes whenever possible and promotes the redistribution of inter-office envelopes
- The department contacts Facilities/Operations to dispose of unwanted office furniture and equipment in order to see if it can be salvaged and reused elsewhere before throwing it away
- At meetings or events, the department uses reusable cups, dishware, and utensils whenever possible. For occasions when this is not possible, recycled paper products are used instead of plastic products.
- Other: _____

Local Engagment

Observable:

- There are Green-related postings on the department bulletin board or other active encouragements for participation in Green activities and events

Interview:

- Someone from the department is an active member of the site Green Team. Members of the department know they may contact this person with ideas, questions, and comments regarding Green initiatives.
- The department Green Champion sends out e-mails with information about Green initiatives, activities, and events from the campus Green Team/Advocate Green Council
- The department has passed on information about Green initiatives, activities, or events to other departments (please list department): _____
- The department collects feedback from members to improve Green initiatives, activities, or events
- The department has successfully implemented its own additional Green projects (please list): _____

- Other: _____
