

# SUSTAINABLE OFFICE PROGRAM



## CHECKLIST OF ACTIONS

## INSTRUCTIONS

Complete as many items as seems feasible for your office. You MUST complete at least one item from each category (except Innovative Projects).

Based on the number of completed actions, you will receive one of the following levels of certification:

**Bronze: 25 actions    Silver: 50 actions    Gold: 75 actions    Platinum: 100 actions**

Thank you for participating in the Sustainable Office Program!

## PARTICIPATION AND ENGAGEMENT

1. We discussed the Sustainable Office Program at a staff/faculty meeting.
2. We have a designated Sustainable Office Representative.
3. Our director or dean supports our office pursuing Sustainable Office Certification.
4. At least 75% of our office/department supports participation in the Sustainable Office Program.
5. We encourage faculty and staff to spend breaks and lunch hours outside of the office.
6. Our office/department website has a link to the Office of Sustainability or the Sustainable Office Program.
7. We provide information about our environmental policies to new faculty and/or staff.
8. We publicize our sustainability accomplishments and events to the Lehigh community.
9. We inspired another group to pursue the Sustainable Office Program.
10. We share ideas for additional sustainability features in our office/department with the Office of Energy and Sustainability.
11. We created a Sustainable Office bulletin board with info about eco friendly practices.

12. We sent the link to the Carleton Sustainability Strategy to all staff and/or faculty.
13. We introduce new employees to the Sustainable Office Program and invite them to participate.
14. We recognize employees who support sustainability practices.
15. We each have a plant in our office.
16. We follow Carleton Sustainability on Twitter.
18. We integrate sustainability into our performance reviews.
19. We integrate sustainability into our new hire job description

## CLIMATE AND ENERGY

1. All electronics are turned off or unplugged at night and when not in use.
2. Our computer monitors go into sleep mode after 5-20 minutes of inactivity, computers after 30-60 minutes.
3. Other electronic equipment (printers, copy machines, etc.) go into sleep mode when inactive (Macs and PCs).
4. We turn off lights in unoccupied common areas (kitchen, bathroom, mail room, etc.).
5. Our thermostats are set to 75-78 degrees (summer) and 69-72 (winter), where adjustable.
6. We have posted reminders to turn off lights and electronics when not in use.
7. We shut all windows when AC or heat is running.
8. We utilize natural day lighting when possible.
9. We have compact fluorescent light bulbs (CFLs) or LEDs in all task lighting.
10. We lower curtains and blinds at the end of the day.
11. We send an email to staff/faculty before holidays and breaks containing an energy saving checklist.
12. We have power strips at each of our workstations and turn them off over weekends and breaks.
13. We eliminated all personal appliances from our office/department (heater, fans, mini-fridges).
14. We have posted reminders near thermostats to remind staff about temperature settings.
15. We replaced all old cathode ray tube (CRT) computer monitors with newer LCD monitors.
16. We only purchase Energy Star printers, computers and monitors.
17. We understand how our building's heating and cooling works.
18. We encourage staff and faculty to use the stairs instead of the elevator.
19. We talked to our staff and faculty about addressing thermal comfort with appropriate clothing.
21. We examined our networked printers and other electronic devices, and contacted IT about consolidating.
22. We switched to department printers rather than individual printers.

## FOOD AND DINING

1. We prevent food waste at events/meetings through proper planning and handling.
2. We encourage staff and faculty to use a reusable mug and water bottle in and out of the office.
3. Vegetarian options are offered for all catered meals.
4. Our office/department does not purchase Styrofoam products.
5. Our staff and faculty are encouraged to bring meals in a reusable/ recyclable/ compostable container.
6. We order water and beverages in reusable pitchers instead of individual bottles.
7. We select catering options that use reusable, recyclable or compostable products.
8. We opt for china service when hosting catered events.
9. In our kitchen/break room, we have reusable mugs, dishware and silverware available for staff/faculty and visitors.
10. We purchase bleach-free 100% postconsumer recycled content paper products.
11. Where available, we request or provide food that is locally or sustainably grown.
12. We discourage staff and faculty from bringing Styrofoam take-out containers to the office.
13. We purchase naturally derived /biodegradable soap for common areas.
14. We purchase coffee and tea that is certified Fair Trade or organic.
15. We have eliminated single-use sugar, salt and condiments packets and now use refillable containers.
16. We use a drip coffee maker, or if we use a Keurig machine, we only use reusable K-Cups.

## PURCHASING

1. We make supply orders in bulk to reduce the frequency of deliveries.
2. Our paper products (copy paper, envelopes, post-it notes) contain at least 50% recycled content.
3. We purchase high-yield and/or remanufactured toner and ink cartridges.
4. We have a designated area to share reusable office supplies and refrain from making these purchases.
5. We reuse packaging or request that vendors take back unused packaging.
6. We assessed office items and identified opportunities for more sustainable purchasing.
7. We request that suppliers use the minimum amount of packaging necessary.
8. We seek gently used items from the Surplus List before seeking new items.
9. We purchase office supplies that are eco-friendly in ways other than recycled content.
10. We choose vendors (preferably local) who promote and practice sustainability.
11. We set a quantifiable goal to reduce spending on office supplies and developed a strategy to achieve it.
12. We assessed our paper usage and have reviewed ways to reduce use.
13. We consider product life cycle when we make purchases.

14. We only use 100% recycled content copy paper.
15. We only purchase paper products that are FSC certified.
16. We purchase centralized and multifunction devices such as printers and copiers.
17. We purchase furniture with recycled content, certified wood, etc.
18. We evaluate suppliers' environmental practices and product performance in the RFP process.
19. We reduced our orders of "giveaways" and the products we still purchase are "eco-friendly".
20. We purchase and use refillable pens.
21. We purchase rechargeable batteries.

## TRANSPORTATION

1. We prioritize shared transportation/ public transportation when traveling within the city.
3. We encourage staff and faculty to walk or carpool when leaving campus for lunch.
4. We discussed alternate transportation options at a staff and/or faculty meeting.
5. We explore greener transportation options when planning work-related travel, including Train as first option for travel to Montreal.
6. There are adequate bike racks for staff/faculty near our buildings; if not, we've contacted FMP.
8. We posted transportation options (including ride sharing) in our office/department.
10. We reduce off-campus commuters by organizing teleconferences, webinars and virtual meetings.
11. We reduce employee travel with flexible scheduling and remote access, when possible.
12. We notified employees of the erideshare.com and Ottawa Ride Match platform and encourage employees to carpool using this platform.
13. We bring transportation options to the attention of new employees.
14. We have a designated department bike share membership for campus/local transportation.
15. We purchase hybrid or alternative fuel vehicles for our office/department.
16. We offset carbon dioxide emissions from work-related travel.

## WASTE

1. All garbage bins are paired with a recycling bin.
2. We have signage by recycling bins describing what is recyclable.
3. We recycle toner and ink cartridges through FMP.
4. We set double sided printing to default on our computers.
5. We reuse interoffice envelopes when sending campus mail.
6. We reviewed proper recycling practices at a staff/faculty meeting.
7. We distribute electronic versions of documents and avoid paper copies.
8. We accurately estimate large quantities of copies, catalogs, brochures to avoid surplus.

9. We request that external print jobs sent to the Print Shop, be completed on paper with at least 30% recycled content and using naturally-derived inks.
10. We conducted an office waste audit and shared results with staff and faculty.
11. We requested that custodial services staff only change bin liners when necessary.
12. We designated an area for sharing reusable office supplies.
13. We reduce mail by sharing newsletters, catalogs and magazines.
14. We conducted a second waste audit to assess improvement since the first audit.
15. We set a quantitative goal for waste reduction and developed a strategy to achieve it.
16. Our office garbage cans are emptied once a week.
17. We have shared information about where ewaste is recycled.
18. We have shared information about where batteries are recycled.
19. We encourage staff and faculty to add "Please consider the environment before printing" to their email signature.
20. We receive and store faxes electronically.
21. We assessed our printed forms and materials and transferred forms to electronic versions.
22. We contacted catalog distributors to receive fewer unwanted publications.
23. We compile scrap paper to be reused.
24. We allow subscribers of any newsletters produced to opt out of the paper version.
25. Our office/department has more recycling bins than trash bins.
26. We participate in the coffee mug refill program.
27. We take steps to reduce hazardous substances in our laboratories.
28. We properly store, inventory and dispose of hazardous substances.
29. For recurring events, we avoid printing dates on signs/posters/banners so they can be reused.
30. We discourage single-use coffee cups and recognize staff and faculty that use reusable coffee mugs.
31. We eliminated individual office trash bins in favor of community trash bins.
32. We contact FMP before engaging in a large office cleanout.
33. We implemented a composting program.

## WATER

1. We report water leaks by submitting a work order to FMP.
2. We have posted reminders to conserve water.
3. We discourage staff and faculty from bringing bottled water to the office.
4. We do not offer individually bottled water in our office/department.
5. We replaced our bottled water service with a water filtration system or switched to tap water.

# EVENTS AND MEETINGS

1. We provide clearly marked recycling bins at events.
2. We select appropriately-sized spaces for events/meetings.
3. We host paperless meetings whenever possible.
4. We provide reusable mugs or remind attendees to bring a reusable mug.
5. We hosted a Zero Waste event and educated attendees about Zero Waste.
6. We ask presenters to provide electronic handouts or reading materials instead of paper versions.
7. We hold e-meetings whenever possible.
8. We ensure that the events we hold are low to zero waste.

# INNOVATIVE PROJECTS

Describe any sustainability initiatives your office/department has completed that are not on this list. Each unique project may count for points towards certification.

## **BONUS (5 POINTS)**

Describe in a couple of paragraphs how your office/department goals tie to the Campus Sustainability Strategy.

## **BONUS (3 POINTS)**

Nominate an additional office to participate in the Sustainable Office Program by providing the office name, employee name, email, and phone number.

## **BONUS (3 POINTS)**

Agree to mentor another office through the certification process. This may include email communication, personal experience advice, and/or check-ins. If it is a different office than the one you previously nominated, please provide the office name, employee name, email, and phone number.

After filling out the Checklist Survey, the Office of Energy and Sustainability will be in contact with you to schedule an appointment to go over the survey and confirm the level of certification.



**Sustainability**  
CARLETON UNIVERSITY