

SUSTAINABLE OFFICE PROGRAM



BASELINE SURVEY

INSTRUCTIONS

A member of the Energy and Sustainability Office will email you the baseline survey form for you to complete. You can view this PDF version of the baseline survey before you begin.

The information gathered in this survey will be used to measure advancement related to the Sustainable Office Program.

Thanks for participating in the Sustainable Office Program!

ENERGY

Please conduct an Inventory of the following items present in your office/department.

Total # of computers towers

Total # of laptops

Total # of computer monitors

Total # of light switches

Total # of light switches with motion sensors

Total # of power strips in use

Total # of networked printers/copiers

Total # of personal/desk printers/copiers

Total # of thermostats

Total # of adjustable thermostats

Total # of desk lamps

Total # of incandescent bulbs (ignore overhead lights)

Total # of CFL or LED bulbs (ignore overhead lights)

Total # of full-size refrigerators

Total # of mini-fridges

Total # of toasters

Total # of microwaves

Total # of coffee makers

Total # of single pod coffee makers

Total # of water coolers

Total # of drinking fountains

Total # of personal fans

Total # of space heaters

WASTE AND RECYCLING

Total # of paper recycling bins

Total # of plastic recycling bins

Total # of recycling bins with a recycling sign

Total # of garbage bins

Total # of trash cans with trash sign

Total # of reams of paper purchased each year

Total # of reams of paper with >30% recycled content

Total # of copies (newsletters, fliers, etc) printed each year

OFFICE/DEPARTMENT SPACE

Please respond to the following questions with YES, NO or N/A:

Does you offer individually bottled water or have water service?

Do you have reusable mugs, dishware and silverware available in your office/department kitchen/break room?

Is there a bike rack accessible from your office/department?

Does your office/department recycle toner and ink cartridges through FMP/Sustainability?

Does you have a space designated for office supply reuse?

Is purchasing in your office/department done through one designated person?

Please indicate the degree to which the following statements apply:

Never Rarely Sometimes Often All of the Time

We use china/reusable dishware at catered events.

We offer a vegetarian option at catered events.

We turn off electronics at the end of the day.

We turn off lights in unoccupied areas and at night.

TRANSPORTATION

Total # of employees that commute to work by Bus/O-Train.

Total # of employees that commute to work in a single-occupancy vehicle.

Total # of employees that ride share to work.

Total # of employees that participate in flexible scheduling/remote access.

After filling out the Baseline Survey, the Office of Energy and Sustainability will be in contact with you to schedule an appointment to go over the survey and next steps.

