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**Green Office Certification Checklist**

**Energy**: 24 Points Possible, 3 Bonus

**Lighting**

\_\_\_Our office has reminders to turn off lights when they are not in use (1)

\_\_\_Energy-efficient lightbulbs (LEDs) are installed in all task lamps & applicable building lighting (2)

\_\_\_We ask all staff to utilize natural daylight in offices with windows, turning off overhead lighting when possible (1)

\_\_\_We do not have windows

\_\_\_The lights in our vending machines are turned off (2)

\_\_\_We do not have a vending machine in our building

**Equipment**

\_\_\_Our office has reminders to turn off computer monitors on nights and weekends (1)

\_\_\_Our office is equipped with Energy Star/EPEAT-rated products (3)

\_\_\_Our office has conducted an appliance audit and eliminated any unnecessary appliances (3)

\_\_\_There are no refrigerators or other appliances older than 7 years in use by our office (3)

\_\_\_Controls to our office’s thermostats are set at the recommended settings of 65-68°F in winter and 78°F in summer (2) (This is university standard for buildings connected to the centralized thermostat control system, however some buildings can control their thermostats.)

\_\_\_ Signage for office thermostat recommended settings is posted. (1)

\_\_\_We have a system (timer, reminders, assigned person, and/or power strips with switches) for turning off applicable equipment at night including desk and kitchen appliances (i.e. printers and coffee makers) and other applicable office appliances (2)

\_\_\_\_ Procedures for housekeeping staff include checking all lights are turned off, and thermostats are set to recommend settings. (3)

\_\_\_BONUS: Our bathrooms are equipped with hand dryers (3)

**Water 9 points possible**

\_\_\_Office ensures only low flow faucets are installed (2)

\_\_\_Office posts signage next to dishwasher for water and energy saving tips (NEED TO DEVELOP) (1)

\_\_\_ Office does not have a dishwasher

\_\_\_Office staff are aware of the importance of reporting running toilets and leaking faucets (2)

\_\_\_Office posts signage with water saving tips (1)

\_\_\_Office does not purchase bottled water (3)

**Green Meetings & Events** (22 Points Possible 6 Bonus Points)

\_\_\_We send meeting agendas and information electronically instead of providing printed copies (1)

\_\_\_If handouts are required, we utilize duplex printing or print multiple slides on one page (1)

\_\_\_We ask presenters/speakers to use electronic presentations as opposed to printed handouts and provide their presentations to participants prior to the meeting (1)

\_\_\_We use a laptop to take official meeting notes and circulate electronically (1)

\_\_\_When providing refreshments/water, we provide reusable or compostable containers and serviceware (ie no bottled water) (2)

\_\_\_ Permanent drinkware use is encouraged with all staff (2)

\_\_\_ Event and meeting planners utilize the “Greening Your Events” forms provided by the Office of Sustainability (Found under “Get Involved Section” Berea.edu/sustainability) (3)

\_\_\_ The office utilizes the compostable disposables and recycled content supplies offered for purchase by the college if permanent ware is not an option (Can be ordered using the Greening Your Events forms Berea.edu/sustainability) (3)

\_\_\_The office uses local caterers with fresh, local products whenever possible (3)

\_\_\_ The office utilizes recycling and composting ambassadors at all major events for accurate sorting and understands the procedures for removing event compost after the event (ambassadors either furnished by the Office of Sustainability for events over 100, or by office staff trained by the Office of Sustainability (3)

\_\_\_ The office has received training on items that can and cannot be recycled or composted during campus events (2)

\_\_\_ BONUS The office has committed to Zero Waste Events which means 90% of waste generated at events are composted or recycled (3)

\_\_\_ BONUS: Permanent drinkware is offered to all new employees (3)

\_\_\_The office does not host events or meetings

**Paper Consumption Reduction** 18 Points Possible, 3 Bonus Paper Reduction

\_\_\_Our non-network printers and copiers have duplex capability (all network printers are set to duplex)(2)

\_\_\_We have worked with office staff to suppress printed reports and switched to electronic versions (2)

\_\_\_We are tracking the number of pages printed and communicate printing statistics monthly to employees (3)

\_\_\_We are currently using a network printer (1)

\_\_\_We use Berea College Printing for our printing needs (3)

\_\_\_ Office manuals are only available electronically (staff can print if desired) (2)

\_\_\_If our department requires form completion, forms are available for direct entry online

All (3)

Some (2)

None (0) \_\_\_

\_\_\_We do not create forms

\_\_\_ Unused one sided printer paper is collected on a routine basis and provided to printing services to create notepads for the office (only neatly stacked copier paper accepted) (3)

BONUS: We have one or more office members who work paperless (3)

**Document Length Reduction 3 Points Possible**

\_\_\_We use 1” margins or less when possible (Microsoft Word default margin is 1”) (1)

\_\_\_We use a small 11 pt or less font size when printing when possible (1)

\_\_\_We use single or 1.5 spacing rather than double spacing (1)

**Publications & Marketing Communications 15 Points Possible**

\_\_\_ We have replaced our recurring printed publications with online versions

50-100% (3)

Less than 50% (2)

None (0)

\_\_\_We do not produce recurring printed publications

\_\_\_Our publications do not use foils that render the product NON-recyclable, and consult with our printer to find foils, lamination, or other effects that are sustainably sourced and recyclable at end of life. All marketing publications are printed on Forest Stewardship Council (FSC) certified or 100% recycled paper. We discuss with our printer the most sustainable options for our printed materials (foils recycled content, etc.) When printing publications, we take into account which paper size and printing format will be most efficient and use the least resources (3)

\_\_\_We use paperless means to promote events or causes rather than mass-distributing brochures or flyers

Always (3)

Sometimes (2)

Never (0)

\_\_\_We do not have events/causes that require promotion

\_\_\_We use postcards or emails to send our audience to an online publication, rather than printing and sending the publication

Always (3)

Sometimes (2)

Never (0)

\_\_\_We do not promote our publications

\_\_\_Our office comments digitally on publications (i.e. through Adobe Acrobat Professional) rather than printing proofs (3)

**Purchasing 21 Points Possible, 9 Bonus**

\_\_\_ All staff authorized to purchase items have received training from the Office of Sustainability on Berea Sustainable Purchasing Policies and Guidelines and adheres to them (3)

\_\_\_ Purchasing staff consults with surplus first for items needed before purchasing new (3)

\_\_\_We have an interoffice system for sharing excess office supplies or donate to the Office of Sustainability for re-use (2)

\_\_\_We purchase remanufactured toner cartridges for our **non-networked** printers (2)

\_\_\_We recycle our toner cartridges with Printing Services (2)

\_\_\_We purchase products with the maximum post-consumer recycled content available (3)

\_\_\_If purchases must be made, we opt for equipment that is durable and can be easily repaired (3)

\_\_\_When new furniture is needed, we purchase Greengard Certified furniture to ensure emissions meet acceptable Indoor Air Quality standards (3)

\_\_\_BONUS: When we purchase supplies and equipment, we use local businesses whenever possible (3)

\_\_\_BONUS: When ordering supplies, we elect two day shipping on all orders with Hurst which reduces amount of paperwork for vendor and emissions for deliveries (Hurst deliveries to campus are consolidated to Tuesdays and Thursdays to reduce emissions) (3)

\_\_\_BONUS: We only order Fair Trade and/or organic coffee and teas (3)

\*Only approved recycling and solid waste collection bins are permitted within campus buildings as provided by the Office of Sustainability and Facilities Recycling

**Recycling & Solid Waste General Recycling 10 points possible 6 Bonus**

\_\_\_All garbage or landfill bins have an accompanying recycling bin (2)

\_\_\_ Recycling bins have decals and/or recycling poster prominently displayed near bins (2)

\_\_\_ The following places have collection bin sets that include Landfill, Mixed Paper and Mixed Containers recycling

\_\_\_ Public areas (reception areas, hallways, etc) (1)

\_\_\_ Conference rooms and classrooms (1)

\_\_\_ Kitchen or break rooms (1)

\_\_\_\_The Office schedules the “Recycling Game” with Office of Sustainability to train staff on proper sort techniques during one labor meeting per year

Percentage of staff (including labor students) trained:

\_\_\_100% (3)

\_\_\_50% (2)

\_\_\_25% (1)

\_\_\_0%

\_\_\_ BONUS: Copy areas have a mixed paper “Bag-it” station or mixed paper bin to encourage proper paper recycling (3)

\_\_\_ BONUS: All workstations are equipped with a self-service, desk-side “mini” waste bin and 28-quart recycling bin commonly referred to as MiniMax (3)

**Composting – BONUS 9 Points Possible**

As of 2017, Berea College does not have formal office composting pickup available except after events when requested. However, the college does accept composting at Berea Gardens *by arrangement only* with Garden Manager. NOTE: Berea College Gardens is an organic facility and must follow strict guidelines. Only offices that have been trained by the Office of Sustainability or Berea Gardens (1 or more staff) on proper sorting are eligible to participate.

\_\_\_The office has purchased a table top sized composter for all staff use. (3) [Example](https://www.amazon.com/Premium-Quality-Stainless-Compost-Charcoal/dp/B015DRQ36E/ref=pd_bxgy_201_img_3?_encoding=UTF8&psc=1&refRID=2JCDKKW7MFDED3497077)

\_\_\_ A composting poster is hung on or above compost bin (3)

\_\_\_ Approved compostable service-ware items (plates, cups, and utensils) are available for staff use instead of non-compostable service-ware items, for times when reusable alternatives are not appropriate or available (3)

**Waste Reduction 6 points possible**

\_\_\_ Office promotes & encourages use of reusable food containers and utensils through informational posters & signage (3)

\_\_\_Our office buys in bulk whenever possible lessening the need for packaging (3)

(Other items to reduce waste is addressed in the Purchasing Section.)

**Specialized Recycling 12 points possible**

\_\_\_We know the location of the nearest e-media recycling bin and utilize it whenever possible (3)

\_\_\_ Office recycles Styrofoam (Peanuts) with the Crafts Department (3)

\_\_\_ Office recycles plastic bags (Returning bags to Walmart’s plastic bag collection bin in Walmart front entrance) (3)

\_\_\_New employee orientation includes information about the college’s recycling and composting programs and a link to the BC Office of Sustainability website (Berea.edu/sustainability) (3)

**Transportation 26 Points Possible**

\_\_\_Most of our staff walks or bikes to campus meetings (2)

\_\_\_Our staff is allowed to telecommute when possible (3)

\_\_\_Telecommuting is not possible in our office

\_\_\_Our staff is allowed to work a compressed work week when possible (i.e. an alternative work schedule that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days) (3)

\_\_\_Compressed workweeks are not possible in our office

\_\_\_We provide and utilize the resources for conference calls, rather than travelling to off campus meetings (1)

\_\_\_When traveling to off-campus meetings, staff is encouraged to carpool, use mass transit or bike when possible (2)

\_\_\_Our building provides secure, safe bike parking (3)

\_\_\_ New employee orientation includes information about alternate commute options and encourages use of the Enterprise Car Share program located on campus for personal use needs only (3)

\_\_\_At least 50% of vehicles used by our department are fuel-efficient or hybrid/electric (3)

\_\_\_Our staff take the train or bus to a conference instead of flying or driving alone whenever possible (3)

\_\_\_Percentage of staff that uses greener commute options to travel to and from work, such as walking, biking, carpooling, and public transportation, or eliminates a commute trip by telecommuting

75-100% (2)

50-75% (1)

Less than 50% (0)

**Additional Criteria 15 Points Possible, 3 Bonus**

\_\_\_Staff meetings or other means of communication (email, etc.) regularly include agenda items regarding the office progress with Green Office initiatives

\_\_\_Always (3)

\_\_\_Sometimes (2)

\_\_\_Never (0)

\_\_\_Our office has an active Green Team (3)

Our office members have taken the Berea College Sustainability Initiatives Quiz (to inform members of all the initiatives underway on campus including Berea Climate Action Plan)

\_\_\_50-100% (3)

\_\_\_Less than 50% (2)

\_\_\_None (0)

\_\_\_Our common areas are supplied with green cleaning supplies (i.e. dish soap) (3)

­­\_\_\_Our employee training and manuals (office and housekeeping staff) include the Green Office Certification guidelines (3)

\_\_\_BONUS: Our staff regularly volunteers at or donates to sustainable events, causes and organizations (3)