

## Durham College Living Green Office Certification: **Green Office Contract**

The Living Green Office Certification has been designed to serve as a consistent measure of an office’s performance in five major areas of sustainability. As a points-based system, offices will have the opportunity to track their progress year after year as they commit to new actions, even if they are not ready to jump up to the next level.

Each office will undergo an Annual Check-Up both to re-certify and as an opportunity to identify and correct any gaps. Many of the actions listed on the Office Tracking Form can be reviewed in real-time during the Annual Check-Up. This Office Contract has been developed for those actions that cannot be assessed in real-time. This Contract is an opportunity for each member of the office to affirm that they abide by the terms laid out in the description of each of these actions.

For some actions, all staff must formally commit to abide by the action’s terms in order to receive points. For other actions, points will be allocated based on the percentage of the office that has committed to abiding by the terms. These requirements are outlined in the Office Tracking Form.

To receive the appropriate points:

- place a checkmark beside all actions in which office staff are participating; and
- all participating staff must initial beside the corresponding actions.

 <b>Action</b>	<b>Office Staff Initials</b>
I use the campus Print Shop for all print jobs over 50 pages.	
We separate all recyclables into the proper bins.	
We commit to hosting paperless meetings.	
I use electronic files wherever possible.	
I use reusable mugs, glasses, water bottles, dishes and utensils at the workplace.	
We do not purchase bottled water for meetings or events – we use a direct-feed model or nearby hydration stations.	
I use the "This is all the garbage I make!" mini bin and do my best to create as little landfill waste as possible.	
To reduce energy consumption, I turn off monitors when not in use.	
I shut down my computer at the end of the day or put it into sleep mode.	

*Cont'd...*



