

# Sustainable UNC Office Program Tool Kit



# Program Overview

## Incentives? Tell me more!

- Sustainable UNC office plaque to recognize your commitment to campus sustainability.
- Convenient recycling facilities will be provided in individual offices and common areas.
- Recognition on the Resource Conservation website.

The University of Northern Colorado is committed to developing a culture of sustainability through education and outreach as well as by setting an example of sustainable practices and resource conservation.

The Sustainable UNC Office Program is designed to help UNC departments and discrete office units become more sustainable in their water and energy use, waste management, purchasing practices and transportation choices.

Offices are a necessary and important part of the university system. While office practices, equipment and spaces are responsible for a significant amount of campus energy and resource consumption, thoughtful implementation of this program presents tremendous opportunity for positive impact. By using this guide to make your office a more sustainable place, you make a contribution toward the University's sustainability goal and set a lasting example within the campus community.

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## Certification

To become a Sustainable UNC Office, your department or office unit simply commits to satisfying six prerequisites and implementing the required number of items on the Sustainable UNC Office Certification Checklist. Each participating office implements a plan that is realistic and achievable within its operational context. Start by reviewing the prerequisites and checklist to determine how best to satisfy the requirements in each of the five categories: Water, Energy, Waste, Purchasing and Transportation. Each category contains suggested practices and opportunities for innovation.

To register, fill out the Online application form and checklist, then submit by e-mail to [dave.nalley@unco.edu](mailto:dave.nalley@unco.edu) Once you have completed these steps, or if you have any other questions or comments along the way, contact

**Dave Nalley at 970-351-1978**

# Prerequisites

## Program Requirements

### Office Champion

To achieve the goal of becoming a Resource Conservation Office, there must be one person acting as your Office Champion. This person will be the direct contact between your office and the Resource Conservation Office. Ideally, this person should be enthusiastic about the program, committed to creating a culture of sustainability within the office and have a good rapport with their coworkers. This individual will have opportunities to network with other Office Champions across campus to share ideas and support each other's efforts.



### Green cleaning

The UNC Green Cleaning Program is committed to decreasing waste and harmful airborne contaminants, demonstrate our commitment to workplace safety and education, promote environmental sustainability and awareness, and to increase productivity by providing a healthy academic learning environment. Sustainable UNC Offices must understand their role in and be committed to implementing the UNC Green Cleaning Program. If you bring cleaning supplies from home make sure they are green products if unsure contact the Facilities Management Service Center at 970-351-2446.



### Energy

To conserve energy and ensure a safe office environment, certified offices will commit to maintaining appropriate building temperature settings (68-70 in winter 74-78 in summer) and to following the UNC Policy on Use of Space Heaters when supplemental heating is required.



Set up a consultation with Facilities Management at 970-351-1978 to identify recommended energy conservation measures for your office. Costs of consultation and any building system modification will be covered by the Facilities Management.

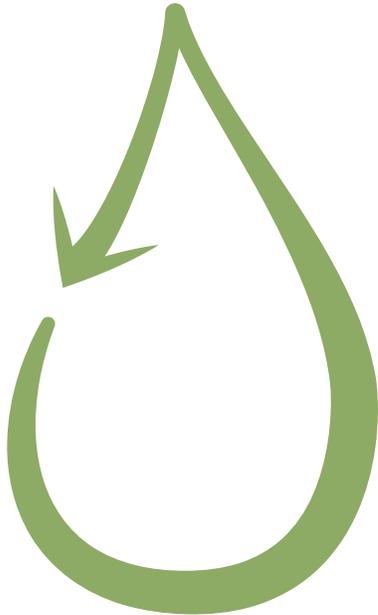
### Waste

Prioritize recycling and ensure that adequate recycling facilities are available. If additional bins are required, email [service.center@unco.edu](mailto:service.center@unco.edu)

Eliminate large, personal trash receptacles and replace with a small trash bin combination provided by the Custodial Services Department. Sustainable UNC Office Program participants shall commit to utilizing recycling/waste containers office waste by emptying recycling and waste containers into larger, centralized containers, which are emptied daily. Participants may also choose to use the "community containers" exclusively and eliminate personal waste containers altogether.



## Water



The office program targets five categories: Water, Energy, Waste, Purchasing & Procurement and Transportation. Each category contains a list of simple practices and action items that are generally listed in order of difficulty. Not all of these changes must be put in place at once. Sustainable UNC Office Program suggestions should be considered in the context of your office's needs and practices.

The University of Northern Colorado is a large user of water in Weld County. Over the last several years UNC has made continuing progress in utilizing non-potable water to irrigate almost half of the campus turf. UNC is also utilizing water saving appliances and fixtures in many buildings on campus.

### Every Drop Counts

Conserve water at the sink. In most locations, foam soap dispensers have been installed near sinks; use the soap to lather your hands first and then rinse them off. Also, don't let the faucet run while you wash items in the break room or completing other cleaning tasks.

### Report Leaks

Always turn faucets off tightly to prevent waste. Make sure to report leaks and drips immediately to the Facilities Management Division. Contact Facilities Management Service Center: 970-351-2446 or log in to the Work Request System <http://fmservicedesk.unco.edu:90/home.html>

### Don't Throw Trash in Toilets

Don't use toilets as a trash bin! Place non-recyclable waste in a trash receptacle. In addition to wasting water, more energy is required to treat water at the treatment plant than to transport trash to a landfill.



# Opportunities

## Energy

Electrical energy is used to light, heat and cool our buildings and provide power to our computers, fax machines and copiers. Much of the electrical power purchased at UNC and throughout the Midwest is generated by burning coal, which negatively impacts the quality of air, water and land resources.

Decreasing energy use saves the University money and reduces UNC's environmental impact. Your individual actions to conserve energy make a difference.



### Share Equipment

Evaluate and reduce the amount of equipment used in your office. Share equipment such as printers, copiers, coffee makers and fax machines with neighboring offices to save electricity as well as money on purchasing and maintenance (up to one per 10 office occupants suggested). Note: additional printers are allowable when office activities require security of personal information. Certified offices should typically have no more than one refrigerator/freezer.

### See The Light

By using sunlight instead of artificial lighting, you can decrease the number of indoor lights you need. Where additional light is necessary, use efficient task lighting in place of overhead lighting. Look for additional areas to reduce the number of florescent bulbs in office hallways and common areas. If areas seem over lit or you have other energy efficiency concerns, contact the Facilities Management Service Center 970-351-2446

### Close the Blinds

Closing the blinds at night helps conserve heat in the winter, while closing the blinds during the day can help keep buildings cool in the summer. Occupants should pay particular attention to west facing windows.

### Upgrade to CFL'S

Trade desk and task light incandescent bulbs for compact fluorescent bulbs (CFL's), which use one-fourth the energy of an incandescent bulb and last ten times longer. CFL's will be provided at kick off by Facilities Management.

# Opportunities

## Energy Continued

**TIP:** Plug your computer equipment and appliances into a power strip, this makes it easy to unplug several piece of Equipment at once!

### Unplug

Electrical equipment continues to draw electricity even when turned off or in sleep mode. Turn off equipment when not in use and unplug as much equipment as possible nightly and over holidays, long weekends, or extended periods of non-use.

### Eliminate Space Heaters

It is a prerequisite of the Sustainable UNC Office Program to eliminate space heaters. Work with the Facilities Management as needed to optimize heating and cooling performance in your office, and keep a sweater or jacket at your desk. To submit a work request, call Facilities Management Service Center at 970-351-2446 or in to the Work Request System. In extenuating circumstances, special considerations may be made to allow for approved UL-rated heating devices per the UNC Space Heater Policy.

### Set the Thermostat

Changing heat settings by even one degree can save significant amounts of energy. If you have individual control, thermostats should generally be kept between 68 and 70 degrees in the winter and 74 and 78 in the summer. If your office heating or cooling is set incorrectly, contact Facilities Management. When calling, please be specific as to the space that is uncomfortable and provide a departmental contact who is familiar with the problem. Contact Facilities Management Service Center or log in to the Work Request System, and place a work order.

### Defrost Refrigerators and Freezers

Refrigerators and freezers should be defrosted when ice on the coils reaches 2 cm thick. It only takes about an hour to completely defrost, but be prepared to catch the water.

**TIP:** A great time to defrost refrigerators is over vacation times like Thanksgiving, Christmas and spring breaks



# Opportunities

## Waste

UNC is in the process of evaluating the waste stream to set goal for waste reduction. Collective efforts by each of us on campus to thoughtfully reduce, reuse, and recycle can help to exceed this goal and have a positive impact on our local community.



## Carry Reusable Water Bottles and Containers

Plastic bottles, paper plates and plastic flatware require extensive resources for production, transportation and processing only to be disposed of as waste after just one use. Instead, pack reusable lunch boxes and containers and bring your own drink bottles or mugs to cut down on waste and help protect our natural resources. UNC currently has 50+ bottle filling stations on campus for your convenience, with more on the way!!! Many coffee shops offer a discount for bringing your own cup.

## Install Occupancy Sensors

Occupancy sensors detect movement in a room to provide light only when needed. The sensors are useful in rooms such as closets, warehouses, bathrooms, conference rooms, classrooms and private offices that are unoccupied for long periods of time. To determine whether this may be appropriate for your space, Facilities Management will evaluate cost, safety and additional considerations. Contact the Resource Conservation for assistance, 970-351-2446.

## Be Waste Wise

Think before you put an item into your waste bin - can it be recycled? Avoid placing any food waste or wrappers into a personal waste bin; instead, place these items into a break room trash receptacle that is emptied daily. This reduces number of bins being collected. Develop a rapport with building services staff and feel free to contact the Office of Resource Conservation Office with any waste-related questions

## Reuse Office Furniture & Equipment

If you are finished using an item, UNC Surplus accepts and distributes office equipment and furniture. Check surplus before buying new and advertise items for other departments to use. Surplus Property is located in Parsons Hall 501 20th Street. Contact facilities Service Center at 970-351-2446 for information and hours of operation.

### Request Recycle Bins and Use Them

Aluminum, steel, tin, glass, #1-7 plastics, cardboard, and paper are recyclable on campus. CDs, DVDs and rechargeable batteries are also recyclable. If your office does not have enough recycling bins, please request more by contacting Facilities Management at 970-351-2446.

### Reuse Office Supplies and Packaging Materials

Create a 'reuse center' or 'exchange spot' in your office for envelopes, binders, stationary, file folders, boxes and packing peanuts that can be reused by others.

### Make a Scrap Pile

Keep a box for reusable 'scrap' paper near the printer for hand written notes or printing drafts. Small notepads can be made by cutting the scrap paper in half and using a binder clip to hold it together.

### Think Before You Print

Review and edit documents Online. Think carefully about whether a hard copy is needed and print documents only when absolutely necessary. When you do need a paper copy, make sure the default settings on your printer or copier have been Adjusted to print double-sided. This small change can cut office paper use in half. Finally, proofread carefully to avoid reprinting and preview documents for errors or extra pages.

**TIP:** Check with your Dept. IT group first. Some offices might require System Administrators to activate these settings

### Use E-mail

Studies show that people are more likely to read email than postcards and other printed mass mailings. Make electronic communication the first choice for all communication. You can also set up a 'group' in Windows Live or Google to create an online bulletin board. Both are easy to set up and great ways to communicate without using paper.

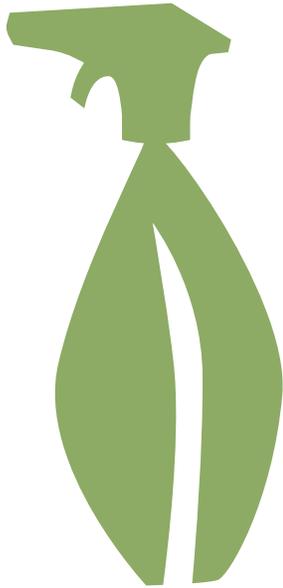
### Fax Electronically

Receive and send faxes electronically. Paper copies of documents can be scanned and saved as PDF documents for sending via email. If you must fax a hard copy, use a stick-on label on the first page instead of a full-page cover sheet.



# Opportunities

## Waste Continued



### Participate in Green Cleaning Program

Facilities Management Custodial Department is implementing a green cleaning program throughout campus. Be familiar with green cleaning benefits and procedures to support the goals of the program. Information about the program is available by calling Facilities Management Service Center at 970-351-2446

### Reduce Margins & Font Size

Changing the formatting of a document can make a big difference in reducing paper use. By changing your margin settings to .75 or less, using single or 1.5 spacing, switching to a less ink-intensive font (such as Century Gothic) and selecting smaller point fonts (10 or 11) you can increase the amount of text on a page and decrease the amount of paper you use.

### Print Drafts with Less Toner

Select 'draft' printouts when using the 'Print' command on your computer – this is usually changed under Printer Options on the Windows Print Dialog box - and edit drafts electronically. Use and track changes in Microsoft Word and use document sharing capabilities, such as Windows Live or Google Docs for group edits.

### Rent, Borrow, & Loan

Consider borrowing or renting items for single use occasions. Offer to lend office equipment that you need only on occasion.

TIP: Some fonts use significantly less ink than others, Century Gothic uses about 30 percent less ink than Ariel. In a 2010 comparison, Century Gothic and Times New Roman were the most ink-miserly. Calibri, Verdana, Arial and Sans Serif were next, followed by Trebuchet, Tahoma and Franklin Gothic Medium.

### Circulate Draft Reports

At small meetings, pass around one draft hard copy of a document instead of printing a hard copy for each person. Before the meeting, send a digital copy of the document via e-mail to each person attending the meeting and let them know one hard copy will be available at the meeting for comment.

## Purchasing

Purchasing and procurement can influence processes that cause numerous environmental impacts such as the extraction of raw materials, processing, packaging, transportation and waste generation. Before your office makes purchases, consider whether the item is really necessary or if there might be an alternative way of meeting the need. For example, consider purging old files and reusing file folders instead of ordering new ones.

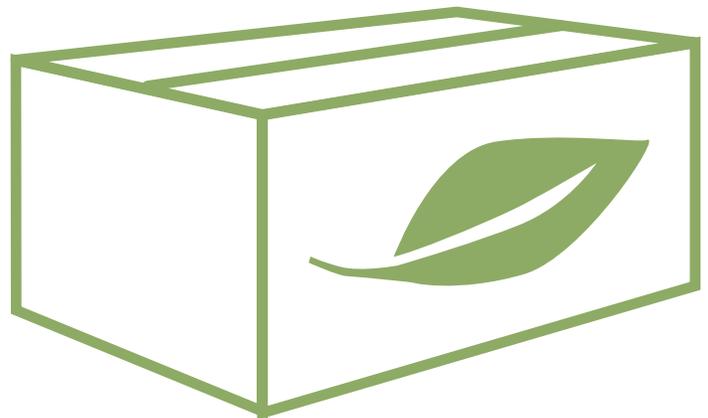
## Create a Paperless office

Paperless offices improve productivity by decreasing document retrieval time and reduce paper, storage, printing and mailing costs.

Scan original documents and file copies electronically: convert existing documents and records to PDF format. They are easily searched and accessed, avoiding retrieval time and storage needs. Remember to always back up files often.

Remove your office from mailing lists: catalogs, fliers and other unwanted solicitations can be a waste of resources. Store all unwanted mail for one month, (place a collection box near the mail slots for each department and ask employees to place all mail and faxes they no longer want to receive into these containers). Then spend a few minutes calling the local or toll-free telephone numbers on the mailings to ask to be removed from the mailing lists (toll-free area codes are 800, 888, 877 or 866). Provide a list of your former employees to Ecological Mail Coalition to remove these names from direct mailers' lists free of charge.

Electronic Forms: Create forms that can be filled out and submitted electronically. For signed forms, include a space to type a signature and provide a check box verifying that the signer understands the electronic signature is equivalent to a manual signature.



## Properly Dispose of E- Waste

Alkaline batteries, rechargeable, and non-alkaline batteries can be recycled by simply placing them in a campus mail envelope addressed to Box 57 Facilities Management and dropping them in the campus mail.

# Opportunities

## Purchasing Continued

### Research Before You Buy

Know the source of purchased materials, such as where it was grown, produced or manufactured. To be a more sustainable consumer, consider the manufacturer's labor practices and environmental policies. Several organizations have developed specific industries. Some examples of third party certifications include:

### Forest Stewardship Council (FSC)

FSC certified forest products are verified from the forest of origin through the supply chain. The FSC label ensures that the forest products used are from responsibly harvested and verified sources.

### Green Seal

Green Seal is an independent nonprofit that certifies everything from coffee filters to air chillers. The Green Seal ensures that products meet a series of science-based environmental standards.

### Energy Star

A joint program of the U.S. Environmental Protection Agency and Department of Energy that labels products meeting energy efficiency requirements set forth in ENERGY STAR product specifications. For more information log in to [www.energystar.org](http://www.energystar.org).

### Purchase Eco-Friendly Business Cards & Letterhead

When ordering new business cards or stationary from University Printing, request that items be printed with vegetable based ink and on 100% recycled paper. This request can be noted on the online order forms in the Special instructions section.

TIP: Order on No Waste Wednesdays to further reduce shipping impacts. Several departments ordering supplies on the same day saves fuel and energy, plus it helps reduce the number of delivery trucks on campus!

### Choose Products Wisely & Buy in Bulk

When reordering office supplies through a statewide contract vendor, contact Office Depot Greener Office product list to find out if a recycled content or Eco-conscious alternative is available. Also, buy in bulk when practical to keep your supply closet full and avoid the excess packaging and fuel used for multiple shipments.

### Buy Products Containing Post consumer Waste

Post consumer waste (PCW) content includes materials we discard on a daily basis (bottles, cans, bags, and packaging material). Higher PCW means a greater recudiont in solid waste and natural resource use.

### **Consolidate Office Equipment**

Buying one machine with multiple functions can save over 150 percent in costs compared to buying several single-function machines, for example: a printer that is a copier and a fax machine.

### **Choose Equipment Designed to Last**

Look for design features that support upgrade, repair and re-manufacture. Consider whether your office's needs change in the next three to five years and buy equipment that can be upgraded, particularly computers. For help, search helpful web sites such as EPEAT to evaluate, compare and select electronic products based on the environmental attributes of each.

### **Purchasing Energy Star**

Energy Star qualified products use 30-70% less electricity than standard models. Make it a policy to purchase or lease products with the Energy Star label for all new equipment including computers, printers, refrigerators, microwaves, scanners and coffee makers. Consider solid ink technologies for new printer and copiers to minimize printing costs and waste associated with ink and toner cartridges. For more information and search tools, visit the Energy Star web site.

### **Office Depot Greener Office Product Listings**

Office Depot offers a wide selection of eco-conscious products that incorporate various environmental features including recycled content, environmental certifications or other environmental designs. After logging in to the Office Depot Web site select the link to the Greener Office product list.



### **Purchase Sustainable Manufactured Furniture**

Look for furnishings made from natural, recycled, renewable or sustainable harvested materials. Also, low or no VOC furnishings or materials improves the health and well-being of office occupants by reducing volatile chemicals found in glues, sealants and formaldehyde. Facilities Management can assist with product selections 970-351-2446

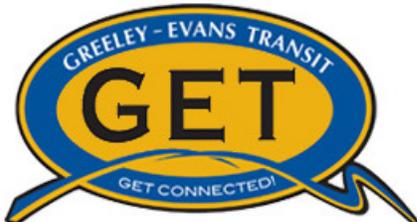
### **Departmental Custodial Purchases**

Campus departments needing to purchase custodial supplies or materials can utilize Green Contracts through the Central Warehouse. A list of this Green Seal certified products are listed at:

# Opportunities

## Transportation

If everyone on campus left their car at home for even one day each week, collectively we could save approximately 925,000 gallons of fuel and 18,900,000 pounds of carbon dioxide and other GHG emissions this year, not to mention up to 20% gas cost savings in your own wallet. Look for ways to increase your health, save money, and reduce automobile use on campus.



### Drive Less

Ride UNC's Boomerang bus between campuses fare-free through an agreement between UNC and Greeley Evans Transit – all UNC students can take advantage of this benefit by showing their UNC ID card when you get on the bus. UNC students also ride the Greeley Evans Transit on any of its routes for free.

Bike, bus or walk to work and around campus. UNC's campuses are very bicycle friendly with repair stations in several locations on campus. Check out a bike for free at the outdoor pursuits located behind Harrison Hall. Get fit at the same time!

Meet new people, save money and reduce air pollution by carpooling to work.

### Purchase Fuel Efficient Vehicles

The next time your department needs a vehicle, request a fuel efficient or hybrid to save money on fuel costs and reduce air pollution. Contact UNC Transportation Services at: 970-351-1243.

### Schedule Electronic Meetings

When appropriate, use teleconferencing in place of face-to-face meetings to reduce travel.

### Use The Stairs

Skip the elevator. Stairs provide good exercise and save electricity. Set an example for others in your building by taking the stairs whenever possible.

# Contacts

## General program information:

Resource Conservation  
970-351-1978 or email [dave.nalley@unco.edu](mailto:dave.nalley@unco.edu)

## To report water leaks:

Log in to our work order system  
<http://fmservicedesk.unco.edu:90/home.html>  
For large leaks call Facilities Management Service  
Center 970-351-2446 immediately

## To optimize temperature settings:

<http://fmservicedesk.unco.edu:90/home.html>

## UNC Surplus hours are:

Wednesdays from 10:00 to 11:30

## For information on the UNC Green Cleaning Program:

UNC Custodial Services Department, 970-351-2446

## To schedule an energy optimization meeting with Resource Conservation

Email [Dave.nalley@unco.edu](mailto:Dave.nalley@unco.edu) or call 970-351-1978

## To Request Recycling Bins or Pickup:

Email [Service.Center@unco.edu](mailto:Service.Center@unco.edu)

# Next Steps

1. Select an Office Champion.
2. Review the Sustainable Office Toolkit and discuss commitments with others on your team.
3. Fill out the Sustainable Office Program Checklist and submit to the Office of Sustainability.
4. Office of Sustainability meets with Office Champion to confirm commitments, answer any questions, and verify adequate recycling and trash facilities in office common areas.
5. Schedule Program Kick-off Meeting with Office of Sustainability, Office Champion and participating staff.
6. Office of Sustainability will provide ongoing support to Office Champions including bi-annual networking lunches.
7. Reapply annually and document challenges and successes in the program.
8. Have Fun