

# Checklist

## Sustainable office

Name of Departmental Unit \_\_\_\_\_

Department Head \_\_\_\_\_ Number of Staff \_\_\_\_\_

Address \_\_\_\_\_

Office Champion (name/position title) \_\_\_\_\_

Office Champion Email \_\_\_\_\_ Phone \_\_\_\_\_

## Program Requirements

An Office Champion has been identified.

The office understands and supports in the UNC Green Cleaning Program.

Energy upgrade commitment: CFLs will be installed where applicable and an energy optimization review has been scheduled.

Thermostats will be set to appropriate temperature standards (68-70 in winter, 74-78 in summer) and the UNC Policy on Use of Space Heaters will be followed.

Trash/recycling receptacles have been exchanged and adequate recycling facilities are placed within the office area.

Individual office occupants are committed to utilizing recycling and waste containers.

# of CFLs required at kickoff meeting.

# of desk-side paper recycling boxes required.

Additional common area waste and recycling containers will be required and requested through building services supervisor.

# Opportunities

## Water- Check 3 or More

Water will not be left running when not directly in use.

All leaks will be reported to Facilities Management immediately (970-351-2446).

Toilets will not be used as trash cans.

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## Energy- Check 9 or More

We will close blinds in the summer and open them in the winter for passive solar heating and cooling.

We will use the minimum required lighting, prioritizing daylight whenever possible.

We will share common equipment and appliances such as printers, coffee makers and microwaves.

We will turn off all lights when the room is empty and at the end of each day.

We will turn off electrical equipment (printers, fax machines, coffee makers, etc.) at the end of each day and unplug non-essential items before longer periods of disuse such as holidays.

We will unplug small appliances when not in use and at the end of each day.

We will not use screen savers.

We will turn off all monitors when not in use for more than 30 minutes.

We will turn off computers and monitors at night.

We will regularly defrost refrigerators.

We will implement power management software on all computers.

We will solely utilize the shared file for the electronic storage of mission critical documents.

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# Waste Reduction- check 20 or more

Employees will bring reusable mugs, water bottles, utensils, and lunch containers.

We will place food waste and wrappers into common area trash receptacles and not into personal trash cans.

We will set up and publicize bins for additional recyclables such as CDs and ink-jet cartridges.

We will explain recycling and paper reduction strategies to all new employees.

We will designate an area for sharing and reusing office supplies (i.e. envelopes, binders, packing supplies, etc.).

We will keep a box near the printer for reusable scrap paper.

We will set printers to double-sided (duplex) printing as the default when applicable.

We will review, share and edit documents electronically.

E-mail will be used as the primary means of written office communication.

We will send and receive faxes electronically.

For printed materials, we will format documents to save ink and paper by setting standard paper margins to 3/4" with single or 1.5 line spacing and 10 or 11 point fonts whenever appropriate.

We will print using 'draft' quality printouts, when applicable, to save toner.

For small meetings, we will send all attendees an electronic version of pertinent documents before the meeting and/or share 1 or 2 printed copies during the meeting.

We will avoid single use items in all circumstances in favor of durable items.

We will rent or borrow needed items for single use occasions.

We will send unneeded equipment and furniture purchased with state funds to UNC Surplus Property, even if the items are damaged or no longer work.

We will always check UNC Surplus Property for needed items before purchasing new.

We will do our part to properly manage waste, recycling and indoor air quality by familiarizing ourselves and educating new employees about UNC's Green Cleaning Program.

We will file documents electronically when possible.

We will make forms digital so that they can be sent and received without printing.

We will periodically remove the office from unwanted mailing lists.

We will use recycled ink and/or toner cartridges as much as possible.

We will recycle or properly dispose of batteries and CFL bulbs through our building services manager.

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## Purchasing- Check 6 or More

We will educate ourselves about product sources and manufacturing processes when making office purchases, and order from socially and environmentally conscious companies when possible.

We will purchase only recycled paper with a minimum recycled content of 30%.

We will make eco-conscious choices for all available print material including the use of recycled content paper and vegetable based inks.

We will check for recycled content when ordering paper, pens, desks, chairs, etc...and only order product options that contain recycled content when available.

We will purchase supplies in bulk when possible to reduce packaging.

We will buy multipurpose equipment as needed to consolidate purchases and minimize energy use.

We will take life cycle costs into consideration for all purchases, and act accordingly

We will purchase only Energy Star Certified computers, printers and other office equipment when available.

We will purchase furniture that has low or no VOC's and is made from natural or recycled materials

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## Transportation- Check 3 or More

Employees will use the stairs instead of the elevator.

We will schedule electronic meetings such as teleconferences, when possible, to reduce the need for transportation.

20% or more of our office members will commute cleanly to work by walking, biking, riding transit or carpooling one or more times per week.

We will familiarize ourselves and new employees with information on transportation alternatives.

Travel emissions will be considered for distance travel and extra effort will be made to offset.

When applicable, fuel efficient and/or hybrid vehicles will be purchased for departmental use.

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I (Department Director) \_\_\_\_\_ Confirm that to the best of my knowledge the (department) \_\_\_\_\_ at the University of Northern Colorado will implement the following measures to reduce energy, water use, and waste generated during the following year and will continue in the future. \_\_\_\_\_ (date)