**This document is only for your reference. Please fill out the Green Office checklist** [**here**](https://forms.office.com/r/nkdywHUZf1)**.**

**Office definition:** for the purposes of the Green Offices at Emory Program, the definition of “office” will be determined by the participating office. You may choose to include multiple offices within a department, to separate a group from a department as an office, or any definition that works depending on the characteristics of your office. If you need assistance determining the scope of the participating Green Office, feel free to contact [greenoffices@emory.edu](mailto:greenoffices@emory.edu).

|  |  |  |  |
| --- | --- | --- | --- |
| Department Head Name: | | Green Office Contact Name: | |
| Department Name: | | Green Office Contact E-mail: | |
| Building Name: | | Office Address: |
| Office Description | | |
| How many employees are in your office? | | |
| What types of employees work in your office?  Staff  Faculty | Students  Other (please explain): | |
| Please describe the type of space office occupies (ex. cubicles, an entire floor, mixture of offices and cubicles, shared space with other offices & departments)? | | |
| Which of the following characteristics are present in your office?  Centralized purchasing (one person)  De-centralized purchasing (more than one person)  Break room at least partly managed by our office | Network printer shared by office occupants  Personal desktop printers for some or all office occupants | |
| Comments: Please add any other explanation or description of your office you think is helpful. | | |

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| **#** | **Item Description** | **Annual Review**  Date Completed: | |
| **Status** | **Comments/Plan** |
|  | **Energy Efficiency & Conservation**  **In our office, we . . .** |  |  |
|  | Turn off the lights in unoccupied rooms and at the end of each day. |  |  |
|  | Provide power strips at each work station that office members turn off over weekends and during long periods of non-use. |  |  |
|  | Employ power management sleep or hibernate strategies for computers and monitors. |  |  |
|  | Eliminate the use of desktop printers and utilize network printers and copiers. |  |  |
|  | Set copiers and printers to power down into a deep sleep mode when not in use. |  |  |
|  | Use as much natural lighting as possible instead of overhead lighting. |  |  |
|  | Install motion detectors for overhead lights. |  |  |
|  | Send an e-mail to staff before holidays and breaks containing an energy saving checklist. |  |  |
|  | Use the stairs instead of the elevator whenever possible, unless health or mobility challenges exist. |  |  |
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|  | Report through a Facilities Management Work Order any problems regarding overheating or overcooling of office space outside of Emory's temperature policy range of 68-76 degrees. |  |  |
|  | Eliminate the use of space heaters, per Emory policy in all F&A divisions. |  |  |
|  | Minimize the use of automatic door opening buttons, unless required for mobility. |  |  |
|  | **Waste**  **In our office, we . . .** |  |  |
|  | Set printers and copiers to default to double-sided and black and white. |  |  |
|  | Properly recycle Hard-to-Recycle items (batteries, used light bulbs, aerosol cans, glass, Styrofoam and all printer and toner cartridges) at designated stations. |  |  |
|  | Use bulk coffee brewing machines rather than single-serve machines. If single-serve machines are necessary (i.e. in patient or guest waiting areas), machines with fully compostable waste are used. |  |  |
|  | Ensure employees comply with the Waste Policy directive to self-sort desk side waste into proper bins at the nearest standard set. |  |  |
|  | Use scrap paper for note taking, rough drafts, or working copies of documents. |  |  |
|  | Do not provide disposable dishes, cups and utensils to employees. If dishes are provided, they are reusable. |  |  |
|  | Provide tap water to employees for filling reusable bottles and pitchers, in the form of retrofitted water fountains, hydration stations, or kitchen sinks. |  |  |
|  | Send all unused office furniture and electronics still in good condition to Emory Surplus for reuse. |  |  |
|  | Use an electronic file system to reduce paper waste and purchases. |  |  |
|  | Use reusable inter-office envelopes and promote the redistribution of inter-office envelopes. |  |  |
|  | Offer electronic versions of the office newsletter (if published) that readers can select instead of the paper version. |  |  |
|  | Subscribe to electronic publications rather than print subscriptions most of the time. |  |  |
|  | Recycle all e-waste using the process offered by LITS and Emory Recycles. |  |  |
|  | Reuse packing materials instead of purchasing new. |  |  |
|  | Eliminate aerosol cans through the use of non-aerosol equivalents. If aerosols are necessary, we give them to EHSO for proper disposal/recycling. |  |  |
|  | Decrease electronic waste by using computers and electronics for their full life span before replacing. |  |  |
|  | **Purchasing**  **In our office, we . . .** |  |  |
|  | Are familiar with Emory Procurement's sustainable purchasing recommendations and programs. |  |  |
|  | Use rechargeable batteries. |  |  |
|  | Provide tap water for filling reusable bottles and pitchers, in the form of retrofitted water fountains, hydration stations, or kitchen sinks. |  |  |
|  | Purchase paper towels and napkins made from recycled content. |  |  |
|  | Purchase and use only 100% post-consumer-waste recycled or tree-free printer paper. |  |  |
|  | Purchase an appropriate amount of food for meetings and establish a plan to donate leftovers. |  |  |
|  | Eliminate the purchase of Styrofoam for any purpose. |  |  |
|  | Use remanufactured ink and toner cartridges. |  |  |
|  | Purchase EnergyStar and EPEAT certified appliances and machines, when available. |  |  |
|  | Purchase organic and/or fair trade coffee or tea. |  |  |
|  | Use wooden coffee stirs instead of plastic coffee stirs. |  |  |
|  | Check to see if Emory Surplus has office furniture and equipment, such as chairs, desks, file cabinets, etc. before purchasing them new. |  |  |
|  | Choose furniture that is made using recycled materials, is environmentally friendly, PVC free, and/or is certified by BIFMA if new furniture purchases are necessary. |  |  |
|  | Regularly use reusable bags instead of plastic bags. |  |  |
|  | **meetings & events**  **In our office, we . . .** |  |  |
|  | Certify all hosted events with the Office of Sustainability's Sustainable Events Checklist, and at a minimum certify as Zero Landfill Waste. |  |  |
|  | Utilize sustainable catering through Emory Catering or America To Go, and feature plant-based, seasonal, and locally grown menu items. |  |  |
|  | Provide tap or filtered water in reusable pitchers with reusable, recyclable, or compostable cups instead of offering bottled water at meetings and events. |  |  |
|  | Offer and/or utilize a virtual presence to increase accessibility and decrease transportation needs. |  |  |
|  | Minimize paper use at meetings by distributing agendas and support documents electronically most of the time. |  |  |
|  | Avoid driving to on-campus meetings by walking or using the Cliff Shuttle, and carpool or use an alternative commute option when traveling to off-campus meetings. |  |  |
|  | Utilize and encourage walking meetings as a healthy alternative to standard meeting formats. |  |  |
|  | Offer short “active” breaks during meetings to increase productivity and promote health and wellness. |  |  |
|  | **safe & healthy office environment**  **In our office, we . . .** |  |  |
|  | Contract with the University BRS staff (as opposed to an outside vendor) to provide cleaning services that abide by Emory's Green Cleaning Policy. |  |  |
|  | Purchase eco-friendly and fragrance free cleaning supplies and dish soap for our break room and desk area, if applicable. |  |  |
|  | Provide plants that naturally purify the air. |  |  |
|  | Are committed to having regular staff social events, such as lunch gatherings and walks in Lullwater. |  |  |
|  | Make office employees aware of the health and wellness services available to them through the Faculty Staff Assistance Program and Healthy Emory. |  |  |
|  | Make office employees aware of the safety services provided by the Emory Safety Alliance and its member organizations. |  |  |
|  | Promote and encourage physical activity throughout the workday (i.e. stretching, desk exercises or walking breaks). |  |  |
|  | **Social Justice & Equity**  **In our office, we . . .** |  |  |
| 1. 6.1 | Have at least 50% of office faculty and staff trained through [Safe Space Training](http://www.lgbt.emory.edu/programs-events/safe-space.html), [Creating an Environment of Courtesy and Respect Training,](https://equityandinclusion.emory.edu/resources/self-guided-learning/professional-development/training/courtesy-respect.html) or similar [Diversity & Equity training](https://equityandinclusion.emory.edu/resources/self-guided-learning/professional-development/training/index.html), within the last two years. |  |  |
|  | Have at least 50% of the office faculty and staff listed as [Safe Space Allies](http://www.lgbt.emory.edu/programs-events/safe-space-allies.html). |  |  |
|  | Have developed a statement on equity and diversity that has been reviewed by the Office of Diversity, Equity, and Inclusion and is publicly available on the departmental website. |  |  |
|  | Have reviewed external communications (e.g. website content, publications, etc.) to ensure they contain inclusive language such as gender-neutral pronouns. |  |  |
|  | Have reviewed and updated internal policies and practices – both written and unwritten – to eliminate standards of white dominant culture and support a more inclusive work environment. |  |  |
|  | Provide space or share resources regarding other spaces on campus that support an inclusive work environment such as gender-neutral restrooms, lactations rooms, and reflection rooms. |  |  |
|  | **Communications & Participation**  **In our office, we . . .** |  |  |
|  | Inform and ask office members to agree to follow the applicable actions on this checklist. |  |  |
|  | Share information about our Green Office certification with all new employees and encourage them to get involved. |  |  |
|  | Discuss sustainability and the progress of our Green Office certification at staff meetings. |  |  |
|  | Host a sustainability info session covering waste, energy, health and/or wellbeing at an office wide lunch or meeting. |  |  |
|  | Have at least one office representative on the Office of Sustainability Initiatives e-mail list serv and re-distribute relevant information to office members or post on a shared resource. |  |  |
|  | Follow the Office of Sustainability Initiatives on social media. |  |  |
|  | Display our Green Office seal in the office and/or a link to the Emory Sustainability Green Offices webpage on our department website. |  |  |
|  | Know who our building's Sustainability Representative is and communicate with them about any related inquiries and ideas. |  |  |
|  | Have 50% of our office staff participating in Emory's Sustainability Pledge. |  |  |
|  | Place reminders throughout the office about energy conservation, such as turning off computer monitors and shutting off lights in unoccupied rooms. |  |  |
|  | Promote and provide resources for sustainable transportation options. |  |  |
|  | Know who our building/department’s Wellness Champion is and communicate with them about health and wellness inquiries and ideas. |  |  |
|  | **Innovation Points**  **In our office, we . . .** |  |  |
|  | Encourage innovative ideas from our employees for office-wide sustainability initiatives. |  |  |
|  | Tell us about sustainability innovations (action or policy) undertaken by your office within the past three years that are not captured by the previous checklist items. Describe both the effort and impact of the innovation(s). |  |  |