Instructions:

* In the Annual Review column, select the status of each checklist item as it applies to your office now. In the Comments/Plan column, list actions that you would like to implement during the next 12 months. Use the supplemental [Green Offices at Emory Guidance Document](http://sustainability.emory.edu/uploads/articles/2017/06/2017061210163839/Final_Green_Offices_Guidance_2017.pdf) to get more information on each action item.
* Submit your office’s completed checklist to [greenoffices@emory.edu](mailto:greenoffices@emory.edu). You will receive a confirmation email with your Green Offices at Emory certification level. Certification level is based on the status of your office’s sustainability at the time of the Annual Review. Certification levels are updated each year a review is completed.
* OPTIONAL: Apply for an annual Green Offices at Emory Incentives Fund grant to implement checklist items or innovative sustainability projects in your office. Information and application materials for the grant program can be found [here](http://sustainability.emory.edu/page/1069/Green-Offices).

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. |  |  |
|  | Unplug office electronics before weekends and during long periods of non-use. |  |  |
|  | Employ power management sleep or hibernate strategies for computers and monitors. |  |  |
|  | Eliminate the use of single-use printers and utilize network printers and copiers. |  |  |
|  | Set copiers 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. |  |  |
|  | Consult the building manager to select energy efficient options when light fixtures or bulbs need to be replaced. |  |  |
|  | Use the stairs instead of the elevator whenever possible, unless health or mobility challenges exist. |  |  |
|  | Report the problem through a Facilities Management Work Order if problems exist regarding overheating or overcooling of office space outside of Emory’s temperature policy range of 68-76⁰. |  |  |
|  | Eliminate the use of space heaters, per Emory policy in all F&A divisions. |  |  |
|  | Discourage and minimize the use of automatic door opening buttons, unless mobility challenges exist. |  |  |
|  | **Waste**  **In our office, we . . .** |  |  |
|  | Set printers and copiers to default to double-sided and black and white. |  |  |
|  | Recycle all printer and toner cartridges. |  |  |
|  | 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 the office has complete sets of properly labeled recycling bins throughout the office space, including break rooms, copy rooms, and other common areas, and educate occupants on protocols for recycling at our location. |  |  |
|  | Offer battery recycling in a convenient location. |  |  |
|  | Use scrap paper for note taking, rough drafts, or working copies of documents. |  |  |
|  | Do not provide disposable dishes, cups and utensils to employees. |  |  |
|  | Offer guests refreshments in reusable, compostable, or recyclable dishes, cups, and utensils. We do not provide bottled water. |  |  |
|  | Send all unused office furniture and electronics still in good condition to Emory Surplus for reuse. |  |  |
|  | Use an electronic file system to reduce waste and minimize paper printouts. |  |  |
|  | Use reusable inter-office instead of regular envelopes whenever possible and promote the redistribution of inter-office envelopes. |  |  |
|  | Offer electronic versions of our 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 during Emory's e-waste drives. |  |  |
|  | Reuse packing materials instead of purchasing new. |  |  |
|  | Recycle used light bulbs in designated EHSO containers. |  |  |
|  | Eliminate/replace aerosol cans with non-aerosol equivalents when an alternative is available. |  |  |
|  | If aerosols are necessary, 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. |  |  |
|  | Seek options for low-emissions vehicles through collaboration with the Procurement office when purchasing an office vehicle. |  |  |
|  | Use rechargeable batteries. |  |  |
|  | Eliminate the purchase and use of disposable bottled water. |  |  |
|  | 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. |  |  |
|  | 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 seasonal and locally grown menu items. |  |  |
|  | Provide tap or filtered water in reusable pitchers with reusable, recyclable, or compostable cups. |  |  |
|  | 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 when traveling to off-campus meetings. |  |  |
|  | **safe & healthy office environment**  **In our office, we . . .** |  |  |
|  | Use the University BRS staff 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 Human Resources. |  |  |
|  | 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. |  |  |
|  | **Communications and 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. |  |  |
|  | 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 Facebook and Twitter. |  |  |
|  | 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. |  |  |
|  | Provide information about the nearest recycling containers. |  |  |
|  | Promote and provide resources for alternative transportation options. |  |  |
|  | **Innovation Points**  **In our office, we . . .** |  |  |
|  | Encourage innovative ideas from our employees for office-wide sustainability initiatives. |  |  |