Green Office Checklist

WASTE REDUCTION AND RECYCLING

- ☐ Place recycling bins where trash bins are present
- ☐ Put recycling posters in common areas
- ☐ Reuse/Recycle packaging materials
- ☐ Recycle other office materials per University guidelines

COMPUTING AND PRINTING

- ☐ Reduce paper use and print double sided
- ☐ Avoid color printing whenever possible
- ☐ Turn on sleep settings for all office equipment
- ☐ Use postconsumer recycled paper of at least 30% for all office use

KITCHEN AND CATERING

- ☐ Kitchen has a set of reusable mugs / cups and plates
- ☐ Kitchen has reusable utensils available
- ☐ Office space has easy access to clean and filtered tap water

PURCHASING

- ☐ Buy materials in bulk and consolidate smaller orders into one large order
- ☐ Purchase durable/reusable office supplies
- ☐ Use University preferred vendors for supply and delivery services
- ☐ Consider buying used office furniture and supplies from the University

ENERGY

- ☐ Turn off lights when leaving a room
- ☐ Use smart power strips and/or unplug devices when not in use
- ☐ Use natural light whenever possible
- ☐ Keep windows closed when heating/cooling the building

TRANSPORTATION

- ☐ Building has access to bike racks
- ☐ Department encourages the use of ride sharing and alternative transportation
- ☐ Teleconference when possible instead of commuting long distances
- ☐ Carpool/rideshare when traveling to off-site locations

Total: ____ / 23

GO GREEN