



Green Office Checklist



Please fill out the form below as part of the initial screening for the Green Office Certification program. A score of zero indicates you are not doing something – a score of 3 indicates that everyone does this and/or that this is the case all of the time. If a category does not apply – please indicate with N/A.

Energy

- ①①②③ We inform Facilities Services when there are heating and cooling issues in our building/space
- ①①②③ We have conducted an appliance audit and eliminated any unnecessary personal appliances (refrigerators, microwaves, coffee makers, etc.) and instead share these items
- ①①②③ We effectively unplug or utilize power strips to turn off equipment in break and conference rooms to eliminate energy use due to idle currents
- ①①②③ We don't leave cell phones plugged in once they are charged
- ①①②③ We use rechargeable batteries only (if applicable)

Comments/Additional Practices:

Computers

- ①①②③ All computers are turned off or powered down at night
- ①①②③ We utilize power save modes on computers to power down to deepest sleep setting after 1 hour of no activity, if possible
- ①①②③ Monitors are turned off when we leave the office for more than a few minutes

Comments/Additional Practices:

Lighting

- ①①②③ We have replaced incandescent lamps with Compact Fluorescent Lamps (CFLs) or LEDs in all available lighting fixtures
- ①①②③ We turn off lights not in use and/or reduce lighting, during the day and at night, and depend solely on natural light whenever possible (this includes common areas and classrooms)
- ①①②③ A majority of our light switches have a sticker/notice reminding people to turn off the light

Comments/Additional Practices:

Heating/Cooling

- ①①②③ Heating/cooling is only used when absolutely necessary. The temperature on our thermostat is normally set at 68°-70° during the winter, 72°-74° during the summer
- ①①②③ If the AC is on during warm weather or heat is on during cold weather all windows are shut
- ①①②③ We do not use personal heaters at our desks

Comments/Additional Practices:

Waste/Recycling

- ①①②③ We have analyzed our waste stream (what we typically generate) and made efforts to both reduce and divert this waste from waste bins on campus - *Please describe these efforts in the comment section below*
- ①①②③ We have developed a mini freecycle (giving away usable unwanted items instead of throwing them away) program for any building occupant to use and/or we use the freecycle program in the basement of Doane
- ①①②③ Each office has a desk-side paper-recycling bin and recycling bins are placed in copy areas, common areas, and meeting rooms
- ①①②③ Signs have been posted to explain what goes in recycling bins
- ①①②③ We send all electronic waste to ITS and/or take it to Denison's e-waste collection trailer at Facilities
- ①①②③ We recycle all toner/printer cartridges (these are collected in Office Services – Doane)
- ①①②③ We have made efforts to reduce mail by sharing newspapers, catalogs and magazines and removing our office from mailing lists

Comments/Additional Practices:

Food and Dining

- ①①②③ We offer reusable plates, cups, and silverware (along with a means to wash them) in each break room
- ①①②③ We use napkins and/or paper towels containing at least 35% recycled content
- ①①②③ We offer no bottled water (either small personal ones or larger 3-5 gallon coolers)
- ①①②③ All coffee/tea is fair trade and/or organic

Comments/Additional Practices:

Printing

- ①①②③ Double-sided printing is the default on all printers with this capability
- ①①②③ We have a scanner available to all employees to minimize the need for printing
- ①①②③ We reuse paper with text on only one side for drafts and keep scrap paper next to printers and copiers
- ①①②③ We use the size reduction feature on copiers (e.g. print two pages of a document on one page) to reduce paper use when appropriate
- ①①②③ Whenever possible, we send inter-office memos via email rather than print
- ①①②③ Garamond, Century Gothic or Times (which all use less ink than other fonts) is the default font on our computers
- ①①②③ We purchase recycled or remanufactured ink and toner cartridges
- ①①②③ Paper margins are set to 3/4 inch on all sides by default
- ①①②③ We have set all copiers and printers to enter sleep mode after 5-10 minutes of inactivity

Comments/Additional Practices:

Purchasing

- ①①②③ We have implemented strategies to reduce our overall purchasing in the office/department - *Please describe these strategies in the comment section below*
- ①①②③ Social Responsibility issues are taken into consideration when making the majority of our purchases
- ①①②③ We use 100% post consumer content copy paper for at least 90% of paper purchased
- ①①②③ All other paper products (e.g. envelopes, post-its) contain at least 30% recycled content
- ①①②③ We utilized furniture that is reused or manufactured with recycled or environmentally-friendly materials for 100% of new acquisitions made within the last year
- ①①②③ Before buying new furniture or equipment through Purchasing, we check to see if Facilities/Purchasing has any in stock
- ①①②③ We purchase Energy Star or EPEAT certified appliances and equipment when available

Comments/Additional Practices:

Transportation

- ①①②③ We have people in our department who live more than 15 miles from the office and carpool to get to work
- ①①②③ We have people in our department who use alternative transportation to get to work (e.g. walking, biking)
- ①①②③ We utilize the Denison CarShare vehicles for travel (personal and/or work-related)

Comments/Additional Practices:

Community

- ①①②③ People in our department regularly attend all-campus events (picnics, guest speakers, concerts, plays, etc.)
- ①①②③ People in our department are engaged in community-service related activities either as part of their work at Denison or as part of their personal lives
- ①①②③ People in our department/office are participants in the I Heart Granville – shop locally - program

Comments/Additional Practices:



DENISON SUSTAINABILITY