



Green Office Certification Program

| Action | Possible Points | Points Earned |
|--|-----------------|---------------|
| Points are on a 1,2,3 system based on difficulty and importance, you are only able to earn the number of points listed. For example an action with 3 points possible cannot earn 2 points. | | |
| Printer/Paper Reduction | | |
| Use printer paper that is at least 30% post-consumer recycled content | 2 | |
| Office equipment is Energy Star certified | 1 | |
| All computers are turned off at night | 1 | |
| Set double-sided printing as default setting on office computers | 1 | |
| Keep a stack of previously used paper near printers for scratch paper, internal memos, etc. | 2 | |
| Ensure that employees consolidate and share a minimum number of printers/copiers – eliminating personal printers/copiers | 2 | |
| Utilize share drives, online resources, and/or USB drives to share documents as an alternative to printing | 3 | |
| Energy saver mode enabled on all printers | 1 | |
| Use the size reduction feature on copiers (e.g. print two pages of a document on one page) to reduce paper use when appropriate | 2 | |
| Have set all copiers and printers to enter sleep mode after 5-10 minutes of inactivity | 2 | |
| Total | 17 | 0 |
| Total Percent Complete | 0% | |
| Lighting | | |
| Lights are turned off when not in use during the day and night | 2 | |
| Install LED bulbs where applicable | 2 | |
| Turn off lights and use natural lighting when possible | 1 | |
| Post signs to remind employees to turn off lights when room is not in use | 2 | |
| Total | 7 | 0 |
| Total Percent Complete | 0% | |
| Heating/Cooling | | |
| Have an office policy that blinds/shades will be closed at the end of every day during winter heating season. Appoint an individual to be responsible for closing them every day | 2 | |
| Leave clear space in front of all of the radiators and vents | 1 | |
| Coordinate with your building representative to identify areas that do not require heating or cooling during off-hours, breaks, or other periods of time | 3 | |
| Total | 6 | 0 |
| Total Percent Complete | 0% | |

| Energy | Possible Points | Points Earned |
|--|-----------------|---------------|
| Replace desktop computers with laptop computers and docking stations | 1 | |
| Microwaves, coffee makers, small appliances, printers, copiers, etc. are unplugged at night by a designated person or are programmed to shut off through a timer or by turning off the power strip that the appliances are plugged into. | 2 | |
| Have sleep mode and auto-off enabled on all copiers and all printers | 2 | |
| Arrange with your IT group to be able to shut down computers at night and create an office policy to shut down computers, monitors, speakers, etc. at the end of the work day | 3 | |
| Use rechargeable batteries throughout the office | 2 | |
| Total | 10 | 0 |
| Total Percent Complete | 0% | |
| Waste Reduction | | |
| Uses recycled paper or compostable products instead of plastic when reusable isn't an | 2 | |
| Have recycling bins available in the workplace (break rooms, next to printers/copiers, and in every office) for mixed paper products | 1 | |
| Provide recycling for cans, bottles, mixed office paper, newspaper, and glass. | 1 | |
| Post proper signage to indicate recycling locations in the office | 1 | |
| Create and utilize a designated place for office supplies to be shared/reused (file folders, binders, pens, paper clips, etc.) | 2 | |
| Have held at least one Office Clean Out Day that promoted recycling and reuse in the past year. | 3 | |
| Total | 10 | 0 |
| Total Percent Complete | 0% | |
| Break Room | | |
| Eliminate Styrofoam items completely from the office or have a program in place to begin eliminating it. | 3 | |
| Provide reusable bags in the kitchen and breakroom for your staff to use instead of plastic bags when shopping and buying lunch | 2 | |
| Provide and/or encourage reusable mug, waterbottles, plates, cups and silverware | 1 | |
| Encourage the use of water bottle refill stations in the office with signage or other methods | 1 | |
| In the kitchen, use environmentally preferable dishwashing soap such as: Seventh Generation Dishwashing liquid, Dawn Pure Essentials Dishwashing liquid and Ecos Dish Liquid | 2 | |
| In the kitchen, use an environmentally preferable all-purpose cleaner in place of harsh chemical cleaners such as: Green Works Multi-Surface Cleaner, Simple Green All-Purpose Cleaner and ECOS All Purpose Cleaner Spray | 2 | |
| Offer only fair trade coffee such as: Seattle's best 6th Avenue Bistro, Newman's Own Coffee, and Brandless Coffee | 1 | |
| Choose to use pot coffee over k-cups in order to reduce waste in the office | 1 | |
| Total | 13 | 0 |
| Total Percent Complete | 0% | |

| Transportation | Possible Points | Points Earned |
|---|-----------------|---------------|
| Encourage employees to use alternative forms of transportation by posting information about the health and environmental benefits of biking, carpooling, etc... | 2 | |
| If there is not bicycle parking conveniently near your building, contact Campus Operations to see if relocating existing bike racks or obtaining new racks is a possibility | 1 | |
| When choosing lodging, give preference to lodging that is EPA Energy Star labeled (view the Resource Page for a link to find Energy Star hotels) | 2 | |
| Minimize travel through video conferences/ conference calls/etc... | 2 | |
| The office tracks all business travel- motor vehicle gas usage or miles and all air travel | 3 | |
| Total | 10 | 0 |
| Total Percent Complete | 0% | |
| Meetings | | |
| Hold paperless meetings instead of printing out agendas | 2 | |
| Review proper recycling practices at a recent staff meeting or through an office email to ensure that all members of the office are aware of the policy and have their questions answered | 1 | |
| Request local food/food vendors when providing food for meetings | 2 | |
| Offer vegetarian, vegan and local food options for office sponsored lunches | 3 | |
| Save or give away leftover food rather than throwing it in the dumpster | 3 | |
| Total | 11 | 0 |
| Total Percent Complete | 0% | |
| Education | | |
| Designate a bulletin board, email system, or some other form of education to post/send that talks about sustainability | 3 | |
| Post the suggested flyers regarding BGSUs Climate Action Plan | 1 | |
| Have information about your office's environmental efforts and what you are doing to meet the Green Office Program standards posted in an easily visible location for staff and visitors to see | 1 | |
| Subscribe to the Office of Campus Sustainability's newsletter | 1 | |
| Total | 6 | 0 |
| Total Percent Complete | 0% | |
| Involvement | | |
| Attend a sustainability-related lecture or event | 1 | |
| Host an e-waste recycling box for toners, ink cartridges, batteries, cell phones, and other electronic devices through the Office of Campus Sustainability | 2 | |
| When clearing out an office, donate items to the Office of Campus Sustainability to be reused | 2 | |
| Before purchasing new equipment/supplies check with the Office of Campus Sustainability to get reused items if available | 1 | |
| Have hosted or assisted in hosting a green event | 3 | |
| Dedicate time during staff meetings to provide sustainability updates throughout the year | 1 | |
| Total | 10 | 0 |
| Total Percent Complete | 0% | |

| Innovation | |
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| Total | 0 |

| Point Tally | | |
|--------------------------|------------------|---------------|
| Section | Points Available | Points earned |
| Printer/ Paper Reduction | 17 | |
| Lighting | 7 | |
| Heating and Cooling | 6 | |
| Energy | 10 | |
| Recycling/Reuse | 10 | |
| Break Room | 13 | |
| Transportation | 10 | |
| Meetings | 11 | |
| Education | 6 | |
| Involvement | 10 | |
| Innovation | | |
| Total | 100 | 0 |
| Total Percent | 0% | |