2017 Green Office Application

Department:
Note: More than one department can apply jointly if they share a work space. Practices should apply to the entire work space and all of the staff using it.

Green Office Contact / Email:

Check each box below for those practices that members of your office consistently participate in. Total the points earned for each section to create a cumulative total on the back of the form. Be sure to enter any additional actions your office takes at the end of the form for the opportunity to earn more points.

Break Areas:

	Faculty and staff use reusable mugs and water bottles on a regular basis; bottled water is discouraged.	2
	The office has set up a common area to share a coffee pot, refrigerator, etc. and use of individual appliances is discouraged.	3
	The office has reusable table service (plates, cups, mugs, silverware) available for staff use and use of disposables is discouraged.	5

Copying and Printing

	All computers are set to print duplex to a central printer/copier by default, and the department has reduced use of individual desktop printers.	2
	100% of purchased copy paper is FSC certified, and/or has at least 30% recycled, bagasse, or wheat straw content.	3
	Margins and font sizes on all machines are set to minimize paper use (recommended .5" margins/11 pt. font).	5

Energy Conservation

	Appliances, office equipment, chargers, etc. are unplugged, or on a power strip that is turned, when not in use.	2
	All computers, monitors, and printers are set to sleep or hibernate after inactivity (recommended 5 mins. for monitors/15 for computers; your IT contact can assist you).	3
	The office has participated in an energy audit and implemented reasonable recommendations provided for energy conservation behaviors.	7

Leadership and Outreach

	At least 25% of the department has attended either a KU Safe Zone or Social Justice training since 2015.	2
	Green Office practices are introduced to new staff members or interns as part of their training.	2
	Campus sustainability campaigns or events are promoted within the office or shared on social media (for example) to help spread awareness.	3
	The department has an active Sustainability Ambassador (attends 2 meetings a year).	5
	Members of the department participate in at least one KU sustainability event a year, such as Replant or Hunger Awareness Month.	5

Lighting

	Staff use natural light and/or task lighting with CFL or LED bulbs where possible, instead of overhead lighting.	3
	The office has made recommendations to the Energy Office about locations in the building where occupancy or motion sensors might be installed.	5
	Staff has had overhead fixtures de-lamped where possible and appropriate.	7

Office Furniture and Supplies

	The office has a common storage area/sharing system for office supplies.	2
	The office intentionally purchases supplies made with recycled or reused content.	3
	The office is aware of and has utilized the Surplus Property program (includes the spring Office Supply Swap).	5

Temperature Control and Comfort

	All staff have reviewed the new Campus Energy Policy and understand the function and purpose of building scheduling and set points, and how to report uncomfortable temperatures.	2
	Staff use proactive behavior to help manage temperature comfort: clothing, window shades, fans, etc., rather than opening windows or using unauthorized space heaters.	3

Waste Minimization

	The office has reviewed the single stream recycling guidelines and all employees are familiar with what not to recycle and why.	2
	Appropriate procedures are followed for recycling electronics and toner, and disposal of hazardous waste, including alkaline batteries.	3
	The office considers the reduction or elimination of disposable items or unnecessary packaging when making purchasing decisions.	5

Additional Actions

List any additional actions practiced in your office to earn extra points toward your Green Office status.

Examples might include: requesting recycling service at outdoor or special events or eliminating all personal appliances and desktop printers from the department. Please include a proposed number of points from 1 to 7 in the box below that you feel this action should earn based on the time and effort it requires/required AND the impact it has.

Total Net Points:

Add. Points Proposed:

Provisional Score:

Scoring: There are 84 total points available in the application, with the additional opportunity to earn points for your unique actions listed above. Levels of Green Office achievements are as follows:

Redbud: 20-40 points   Elm: 41-64 points   Oak: 65+ points