

UT-Austin Sustainability Network GREEN OFFICE CHECKLIST – 2010-11

Dept/Unit: _____ Contact: _____ Date: _____
 Building(s): _____ Email: _____

This self-assessment form covers offices, conference room, common areas, etc. specifically assigned to an academic, administrative, or operations unit. The initiatives listed below are common characteristics of green offices. Each item should be checked “Yes” if the initiative is practiced in the office 75% of the time. This form can be used at the beginning and end of a semester to assess progress.

<i>COMMUNICATION / EDUCATION</i>	YES	DATE	INITIALS	DATA/NOTES
1. Are environmental/green goals in place?	<input type="checkbox"/>			
2. Do staff meetings address environmental issues?	<input type="checkbox"/>			
3. Does new staff orientation include environmental issues and resources?	<input type="checkbox"/>			
4. Are campus-wide environmental initiatives shared at least twice per year?	<input type="checkbox"/>			
<i>EXTRA:</i>	<input type="checkbox"/>			
<i>RECYCLING & WASTE REDUCTION</i>	YES	DATE	INITIALS	DATA/NOTES
5. Does the office have adequate recycling bins?	<input type="checkbox"/>			
6. Is “Recycle Right” information posted?	<input type="checkbox"/>			
7. Is aluminum & plastic recycling available?	<input type="checkbox"/>			
8. Is ink/toner cartridge recycling used widely?	<input type="checkbox"/>			
9. Is battery/cell phone recycling encouraged?	<input type="checkbox"/>			
10. Do you recycle all electronic-waste with ITS, Surplus Property or another service?	<input type="checkbox"/>			
11. Have you conducted a waste reduction campaign?	<input type="checkbox"/>			
12. Have you eliminated individual office trash cans?	<input type="checkbox"/>			
13. Have instructions been distributed for double-sided printing & copying?	<input type="checkbox"/>			
14. Use GOOS (good-on-one-side) paper for working copies and internal memos?	<input type="checkbox"/>			
15. Set up scan-to-file system and increase use of e-documents?	<input type="checkbox"/>			
16. Has the department reduced or eliminated purchase of bottled water?	<input type="checkbox"/>			

For additional information or questions, contact Office of Sustainability at sustainability@austin.utexas.edu

<i>RECYCLING & WASTE REDUCTION</i>	YES	DATE	INITIALS	DATA/NOTES
17. Do you use refillable water pitchers and mugs?	<input type="checkbox"/>			
18. Do you have a stock of mugs, cups, plates, and silverware for daily and use in meetings?	<input type="checkbox"/>			
19. Does the department keep reusable party supplies (cups, plates, silverware) to avoid buying single-use items?	<input type="checkbox"/>			
20. Have you ensured that recycling bins are available in rooms where bottled water is served?	<input type="checkbox"/>			
21. Are folders, binders and envelopes made available for reuse?	<input type="checkbox"/>			
22. Do you employ any other resource sharing procedures, such as rechargeable battery stations or magazine/book swaps? Please elaborate.	<input type="checkbox"/>			
23. Has your department held a recycle/reuse-themed social gathering, such as a clothing swap during work hours?	<input type="checkbox"/>			
<i>EXTRA:</i>	<input type="checkbox"/>			
<i>ENERGY MANAGEMENT</i>	YES	DATE	INITIALS	DATA/NOTES
24. Have you conducted an energy efficiency campaign?	<input type="checkbox"/>			
25. Do you plug electronics into power strips and turn off the strips when not in use?	<input type="checkbox"/>			
26. Do most employees unplug unused phone and battery chargers when not in use?	<input type="checkbox"/>			
27. Do you generally turn off office and conference room lights when not in use?	<input type="checkbox"/>			
28. Do you turn off special rooms (e.g., computer labs) lights when not in use?	<input type="checkbox"/>			
29. Are there visible reminders to turn off lights?	<input type="checkbox"/>			
30. Do most employees shut down computers when not in use?	<input type="checkbox"/>			
31. Have most employees eliminate use of screen savers and substituted the shut down or sleep mode?	<input type="checkbox"/>			
32. Are all appliances Energy Star rated?	<input type="checkbox"/>			
33. Is use of auxiliary heating or cooling limited? Is staff encouraged to dress appropriately rather than utilize individual space heaters?	<input type="checkbox"/>			
34. Are power saving settings set on networked printers and copiers?	<input type="checkbox"/>			
35. Are rechargeable batteries used when possible?	<input type="checkbox"/>			
<i>EXTRA:</i>	<input type="checkbox"/>			

<i>PURCHASING</i>	YES	DATE	INITIALS	DATA/NOTES
36. Do most paper and paper products ordered by the department have at least 30% post-consumer recycled content?	<input type="checkbox"/>			
37. Do any paper and paper products ordered by the department have 100% recycled content?	<input type="checkbox"/>			
38. Are furniture and other large office items acquired from Surplus Property?	<input type="checkbox"/>			
39. Does the department buy refillable pens?	<input type="checkbox"/>			
<i>EXTRA:</i>	<input type="checkbox"/>			
<i>TRANSPORTATION</i>	YES	DATE	INITIALS	DATA/NOTES
40. Have you posted Capital Metro and PTS alternative transportation materials?	<input type="checkbox"/>			
41. Have you evaluated carpool potential in department / building? Is the evaluation completed annually?	<input type="checkbox"/>			
42. Do you provide recognition or incentives for staff and faculty using shared or alternative transportation?	<input type="checkbox"/>			
43. Is information about alternative transportation benefits provided in new employee orientation?	<input type="checkbox"/>			
44. Is information about biking safely on campus and alternative transportation provided in at least one staff meeting per year?	<input type="checkbox"/>			
<i>EXTRA:</i>	<input type="checkbox"/>			
<i>OTHER INITIATIVES</i>	YES	DATE	INITIALS	DATA/NOTES
45.	<input type="checkbox"/>			
46.	<input type="checkbox"/>			
47.	<input type="checkbox"/>			
<i>OTHER NOTES</i>				