

UNC Charlotte Green Office Certification

2017 Application Form

Office Information:

Name of Office/Department: _____

Building(s): _____

Total Number of Office Members: _____ Who did you include in your count?

Full time staff/faculty Part-time staff/faculty Student employees

Lead Person Contact Information:

Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Campus Mail Address: _____

Today's Date: _____

Directions:

1. Fill out the check list on pages 3-6 as best you can based on current office practices.
2. Count up the number of boxes checked, and check off an estimated "Level" below
3. Submit as a scanned document via email (sustainability@uncc.edu) or hard copy via Campus Mail (to Tyler Sytsma, Sustainability Office/Facilities Management).
4. Schedule a meeting for your office staff and the Sustainability Office staff to confirm points, suggest additional points the group can earn, and collect signatures on page 2.

Certification Level is based on # of items (from 70-item checklist) and distribution under categories:

Level One: 15 of the items with at least one from each category.

Level Two: 25 of the items with at least two from each category

Level Three: 35 of the items with at least three from each category

Level Four: 45 of the items with at least four from each category

Level of Green Office Certification, Pre-Discussion Estimate:

Level One Level Two Level Three Level Four



UNC Charlotte Green Office Certification

As the lead contact person for the office, I certify that the information submitted is true to the best of my knowledge. **Initials:** _____

To receive certification for the Green Office Program, 75% of your office members must complete the tasks or participate in the program. Please have those who are participating sign their names in the allotted space below:

Signature _____	Signature _____	Signature _____
Printed Name:	Printed Name:	Printed Name:

Signature _____	Signature _____	Signature _____
Printed Name:	Printed Name:	Printed Name:

Signature _____	Signature _____	Signature _____
Printed Name:	Printed Name:	Printed Name:

Signature _____	Signature _____	Signature _____
Printed Name:	Printed Name:	Printed Name:

Additional Signatures, Comments, or Questions:

UNC Charlotte Green Office Certification

Energy:

- A1. Lights in all rooms, including common areas such as break rooms and kitchens, are shut off when not in use.
- A2. In more than 75% of our desk lamps, we use LED or fluorescent (aka CFL) bulbs.
- A3. The majority of office members (75%) do not have desk lamps.
- A4. We have our computers set for energy saving mode (sleep/hibernate) when not in use.
- A5. We encourage staff to turn computers off during non-working hours.
- A6. We set printers and copiers to go into sleep mode after 10 minutes of inactivity.
- A7. We have a protocol and staff responsible to turn off equipment in common spaces at the end of each day (e.g. copiers, coffeemakers, computers, monitors, projectors, etc.).
- A8. We have reviewed our use of printers, copiers and other computer peripherals, and have a plan for consolidating to common networked equipment.
- A9. We have networked printers available to over 75% of office members.
- A10. For employees with access to network printing, over 75% do not have desktop printers.
- A11. If we have control over thermostat settings in our office, someone has contacted Facilities Management to check that we are setting temperatures at appropriate levels during both the heating and cooling season (i.e. we are not overheating or over-cooling our office).
- A12. If operable windows are present, they are closed during cold and hot weather.
- A13. We have had an energy audit for our plug-in electricity use and shared it with our staff.
- A14. We purchase renewable energy credits or carbon offsets.
- A15. We enforce the fire safety ban on personal space heaters.
- A16. We encourage staff to avoid the use of personal fans, coffee makers, and refrigerators.

Recycling and Re-use:

- B1. We have spent time reviewing recycling practices to ensure that office members are aware of recycling rules and have had questions answered.
- B2. We have procedures and have educated staff on the recycling of electronics (e-waste), especially computer equipment that may contain sensitive data.
- B3. Each workspace, cubicle or office, has a desk-side paper recycling bin and mini trash bin.
- B4. All trash bins are next to recycling bins, and all recycling bins are next to trash bins (no isolated bins).
- B5. Recycling bins are clearly marked with the recycling arrows symbol, labels or signs.
- B6. We have common recycling bins available to collect cardboard, office-blend paper, news-blend paper, and cans/bottles.
- B7. We have a common area with small bins to collect the following for recycling:
 - Ink cartridges
 - Small electronics and cables
 - Alkaline batteries
 - Rechargeable batteries and cell phones

UNC Charlotte Green Office Certification

- Styrofoam
- Shredded Paper
- B8. We collect scrap paper for office members to re-use.
- B9. We have a process for offering surplus office supplies to other offices.
- B10. We periodically remind staff to return unused or accumulated office supplies for re-use.
- B11. We send furniture, equipment, and other materials (e.g., metal, wood, chemicals) to the university surplus for reuse, salvaging, recycling, or proper disposal.
- B12. We have had a waste audit and shared the results and recommendations with our staff.

Waste Reduction:

- C1. We conserve paper when possible by printing and copying on both sides, using “shrink-to-fit”, and/or multiple pages per sheet (e.g. by setting defaults for printers and copiers).
- C2. We conserve paper by editing documents to fit pages (e.g. reducing margins).
- C3. We conserve paper by adding a message to our email signatures (e.g. “By not printing this page you have saved paper, ink and trees”).
- C4. We distribute office memos, newsletters and other correspondence electronically, except where paper is needed (e.g. a reply form; legal signatures).
- C5. We minimize our use of paper brochures and handouts by using email, websites and social media for information dissemination.
- C6. We minimize our use of paper brochures and handouts by using business-card size handouts listing a website.
- C7. We periodically review office paperwork (e.g. forms and records) to identify ways to reduce paper to increase use of electronic media.
- C8. We have reusable tote bags or boxes available for office members to use when delivering or picking up supplies, refreshments, etc.
- C9. We contact distributors of news media and catalogs to reduce “junk mail” to the office.
- C10. Subscriptions to printed magazines or periodicals are periodically reviewed for possible cancellation or conversion to electronic subscriptions.
- C11. Office members take notes electronically or use scrap paper.
- C12. We have a water bottle refilling station in our building or have contacted Facilities Management to request one.

Purchasing:

- D1. We have a green purchasing policy that office members can follow.
- D2. We purchase 100% recycled paper for printing and copying.
- D3. We purchase other office supplies containing recycled material (e.g. pens, pads, folders, clips).
- D4. We purchase office supplies in bulk with minimal packaging.
- D5. We buy refillable writing tools and stock refill supplies (pens with replaceable ink cartridges and mechanical pencils).

UNC Charlotte Green Office Certification

- D6. When purchasing equipment, we consider energy efficiency (e.g. ENERGY STAR ratings).
- D7. When purchasing electronics and computers, we consider toxic material content (e.g. EPEAT ratings).
- D8. When purchasing chemicals such as cleaning products, we consider toxic material content (e.g. green or nontoxic ratings).

Kitchens/Break Rooms/Meeting Areas (If applicable):

- E1. We provide reusable mugs, glasses, dishware, and utensils.
- E2. We drink tap water or have a water purification system; we avoid bottled water and bottled water service.
- E3. When we use disposable products, they are made from recycled or compostable materials.
- E4. Food provided for office meetings or events is from sustainable sources when possible: locally grown, organic, humanely-raised, or Fair Trade.
- E5. We have a communal refrigerator in a common space, and only use personal refrigerators when there is justification (e.g. medical need).
- E6. We maintain our refrigerator to improve energy efficiency with using one or more of the following:
 - Lowering settings (raising temperatures).
 - Periodic cleaning of coils, defrosting, and inspection of seals.
 - Unplugging during extended breaks (good excuse for a cleanout).
- E7. We have communal small appliances (e.g., coffee machine, microwave) in a common space for office members to use, and do not have them in our offices.
- E8. We collect organic matter (food, paper, coffee grounds) for composting.

Transportation:

- F1. We are aware of alternative transportation options to campus, including:
 - Support for bicycle riders (bike rack locations, bikeshare, showers, tax incentives).
 - Rules for riding and parking bicycles, scooters, and motorcycles on campus.
 - Bus routes, Saferide, and the UNCC NextRide app.
 - Carpool and rideshare options offered through the PaTS website.
 - Light Rail Service starting Spring 2018
- F2. We avoid driving personal vehicles to meetings on campus.
- F3. We designate 10 office days per year to promote walking or bicycling to or during work.
- F4. We are aware of the UNC Charlotte on-campus shuttle system and the smart phone app available to track bus schedules and delays.
- F5. We organize carpooling to off-campus meetings and use buses for large group excursions (e.g. field trips).
- F6. We use fleet vehicles for efficient business travel.
- F7. We purchase carbon offsets for office business travel.

UNC Charlotte Green Office Certification

- F8. We provide telecommuting options for over 75% of our staff.
- F9. Our staff are trained to use telecommunications to reduce travel for meetings, including teleconferencing, videoconferencing, VOIP, and webinar hosting.

Participation:

- G1. Green Office program is on the agenda for at least one staff meeting per year to keep office members updated.
- G2. We have contacted the Sustainability Office with questions generated by the Green Office program or to support our staff meetings.
- G3. We have a process that office members use to post suggestions, personal tips, and questions about the group's Green Office goals.
- G4. We have a process to inform new office members of our Green Office goals.
- G5. When we interact with other offices in activities that fit our Green Office program, we coordinate with their Green Office Goals or educate them about the program.
- G6. We communicate our Green Office status (e.g. on our website, front door, outreach materials, etc.).

Innovation Credit (Optional):

Describe up to two actions that you think makes your office more sustainable that are not covered above.

H1. Innovation 1:

H2. Innovation 2: