

## Green Office Certification

*Work towards completing as many of the following 30 goals as desired to become a certified Green Office*

### Getting Started:

- A member of the Green Office Certification Program has met with your office representative and provided the information needed to begin working towards your Green Office Certification.
- Your office has a copy of this checklist posted for all staff and visitors to see.
- Sustainability and the Green Office Certification Program is integrated into orientation for newly hired employees or staff meetings.
- Invite at least one colleague to consider getting involved with sustainable practices or the Green Office Certification on campus. Earn a point when they contact RU Sustainability to participate and reference you!

### Energy Use:

- Confirm that all members of our office have engaged energy conserving modes and settings on personal and desktop computers. These are likely the default settings on your University-issued computer.

Computer power settings can be adjusted by opening your computer's "Control Panel" and then opening "Power Options". These settings include:

- Automatically turn off the display after 5 minutes on batter or 10 minutes plugged in.
- Set monitor to "sleep" after 15 minutes on battery or 30 minutes plugged in.
- Set screen saver to blank/none.

- Manually shut off device when not in use, making sure to turn off when leaving office.
  - Close laptop when not in use.
- 
- Lighting fixtures are on occupancy sensors so lights turn off after set vacancy time.
    - If your office lights are not automated, lights should be turned off manually when not in use. “No people in sight, turn off the light!”
  - Use power strips when possible and plug in computers and appliances. Then, turn the power strips off at the end of the day.
  - All other electronics are unplugged at the end of each day. **Power strips make this easier!**
    - Microwave
    - Lamps
    - Printers
    - Coffee makers
    - All chargers
  - Office members adjust thermostats at the end of the day to save energy – 2 degrees cooler in the winter and 2 degrees warmer in the summer. Just a couple degrees saves energy!

### **Water Use:**

- All water leaks are reported to maintenance immediately @ **831-7800**
- Hot water is only used for washing hands and cleaning dishes when needed.

### **Waste:**

- Post recycling guidelines on or near the office trash cans and recycling bins. Review with office members, as appropriate. Remember, only recycle clean and empty containers! (see resource sheet)

- Be sure that everyone has easy access to a trash can and recycling bin. If you need recycling bins, contact the Recycling Program @ **831-7207**
  
- Office members reuse office materials (folders, notebooks, binders, etc.) and use reusable cups, mugs, and dishware. Or if you have a kitchen or breakroom, it is equipped with reusables.
  
- All office members have reusable water bottles and use provided refill stations. Get a water bottle and/or [“Fill It Forward”](#) bottle tags for your team members from Radford University Sustainability.
  
- Recycle all electronics and other e-waste from your office by contacting RU Recycling to request a pick-up. This includes light bulbs, printer cartridges, all batteries, and other electronics. (ext. 7207)
  
- Use reusable bags or decide not to take a plastic bag from campus vendors. If you do take a plastic bag, recycle it at a “Bags to Benches” receptacle in the lobby of McConnell Library, the Bonnie, Dalton Hall, or the Center for Diversity & Inclusion.
  
- This office hosts “green” events, by eliminating single use and disposable items, recycling all recyclable items, requesting “green options” from catering (i.e. platters instead of boxes, china instead of disposable, etc.), and providing vegetarian options.
  
- Don’t throw away University property, including furniture and electronics. Call the Surplus Warehouse to arrange a pickup. Or, wait until student move-out and place furniture (non-state property) or other acceptable items in the Goodwill Drop Boxes around campus.  
  
(see resources page)

### **Paper:**

- We purchase copy paper with at least **30%** recycled material *and/or* have sourced FSC-certified paper. See “Resources” section for some options. **\*\*\*2 Points for 50%\*\*\***
  
- We purchase printing ink that is petroleum free or with reduced VOC’s/petroleum.

- We have unsubscribed from any unnecessary paper copies of magazines, newsletters and other incoming mail ~ **OR** have switched to digital versions.
  
- All of your office members have met ***at least once*** to discuss and determine individualized goals or standards to reduce the amount of paper from our office that reaches landfills and recycling facilities.

### **Health:**

- We only use “green” cleaning products in our office. Look for a certification like Green Seal, EPA Safer Choice, UL ECOLOGO, or others.
  
- Bring a house plant to work, make it your office plant! Water it appropriately (succulents require minimal watering).

### **Transportation:**

- Office members have discussed and planned for reducing driving time in cars ***during*** workdays in one or more of the following ways:
  - Carpool for lunch or other shared destinations.
  - Ride Radford Transit – It’s free for faculty, staff, and students. (And you won’t lose your parking space.)
  - Walking to destination when possible.
  - Bringing the items needed throughout the day to reduce the need to drive.
  - Ride a bike. It’s more fun than you remember.
  - **Take advantage of the University’s new Zoom** capabilities for virtual meetings and conference calls.
  
- Office members have discussed and planned for reducing carbon emissions from ***commuting*** to the office in one or more of the following ways:
  - Using public transportation to get to the office if possible.
  - Carpooling with coworkers to the office when possible.
  - Riding a bicycle to the office if safe and possible.

## **Other:**

- Is your office practicing other sustainability initiatives or behaviors? If so, please list them here; points are available if they don't qualify in other categories.
  
- Specify your offices' idea for implementing more sustainable behavior in the office:
  
- Come talk with us or Email your Green Office Coordinator to let us know how your experience "greening" your office went.

## **Levels of Certification:**

- 15 Checks - Bronze
- 20 Checks - Silver
- 25 Checks - Gold
- 28 Checks - Platinum