****

**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 participating office members 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.
* Integrate sustainability and the Green Office Certification Program into orientation for newly hired employees within your unit or team.
* Tell at least 3 colleagues about this program and what you are doing. The spread of awareness promoting sustainability is one of the best things you can do to help create a more sustainable world.
  + Who did you share with?
* Assist at least one colleague in earning a Green Office Certification.
  + Who did you assist?

**Energy Use:**

* Confirm that all members of the certifying 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.
* Turn off all lights when not in the office and at the end of the day.
* Adjust the office thermostat each evening to reduce heating or cooling when no one is present.
* Use power strips and plug in computers and appliances. Then, turn the power strips off at the end of the day.
* Set your office refrigerator to the highest safe refrigeration temperature – (40°F).
* All other electronics are unplugged at the end of each day. **Power strips make this easier!**
* Microwave
* Lamps
* Printers
* Coffee makers
* All chargers

**Waste:**

* Post recycling guidelines on or near the office trash cans and recycling bins. Review with office members, as appropriate. Remember, clean and empty containers only! Visit the ***RU Recycling Webpage*** for more information.
* Be sure that everyone has easy access to a recycling bin. If you need recycling bins, contact the Recycling Program @ **831-7207**
* Your office members reuse office materials when possible and are equipped with reusable dishware (if you have a kitchen or breakroom).
* 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.
* Use reusable bags or refuse bags from campus vendors. If you have plastic bags from home, recycle them in the lobby of McConnell Library at the “Bags to Benches” receptacle.
* All office members have reusable water bottles and use provided refill stations. Get “Fill It Forward” bottle tags for your team members from Radford University Sustainability.
* Don’t throw away University property, including furniture and electronics. Call the Warehouse to arrange a pickup. Or, wait until student move-out and place furniture or other acceptable items in the Goodwill Drop Boxes around campus.

**Paper:**

* We purchase paper with at least **50%**recycled material ***and/or***have sourced FSC-certified paper. Earn two points by switching to 75% or 100%. See “Resources” section for some options.
* 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.
* Don’t print emails, agendas, or other documents that can be shared electronically.

**Health:**

* Bring a house plant to work, make it your office plant! Water it appropriately (succulents require minimal watering).
* Communicate with your office team: “Don’t come to work if you’re sick”. Encourage use of sick leave or telework in these situations.
* Host an outdoor meeting and/or a walking meeting when the topic and weather permit.

**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.
* Zoom instead of driving.
* 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.
* **Changing your driving style-** Speeding and accelerating unnecessarily wastes fuel and reduces your vehicles gas mileage by up to **33%**. Learn about braking and accelerating efficiently!
* **Vehicle maintenance**- Properly inflated tires will improve your gas mileage by up to 3% and using the correct grade **motor oil** will also improve your gas mileage.

**Other:**

* Is your office practicing other sustainability initiatives or behaviors? If so, please list them here. Points may be available if they don’t qualify in other categories.
* Specify your offices’ idea for implementing more sustainable behavior in the office. If we add one of your ideas to the checklist, you earn a point!

Come talk with us or email your Green Office Coordinator to let us know how your experience “greening” your office went. The more we all know about bettering our efforts to create a more healthy and sustainable world, the more likely we all are to succeed.

**Levels of Certification:**

15 Checks - Bronze

20 Checks - Silver

25 Checks - Gold

28 Checks - Platinum