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Submission information

Form: [Green Office Application \(/sustainability/green-office-application\)](/sustainability/green-office-application)

Submitted by Anonymous (not verified)

Thursday, July 11, 2013 - 14:54

10.152.1.231

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Department / Division:

Professional Organizational Development & Diversity Office

Building number:

3, Administration

Lights

1. We turn off lights when a room is not in use and when daylighting is sufficient.
2. We use no incandescent bulbs in our offices.

Computers

3. We set the automatic power management system to turn the monitor off after 5 minutes and go to standby in 20 minutes.
4. We shut off all computers at night.

Refrigerators**Other Appliances and Electronics**

6. We minimize the number of additional appliances and electronics in common rooms and offices and we ensure they are turned off when we leave for the day.
7. We use radiant flat panel heaters where space heaters are needed.
8. We have water saving aerators installed in our restroom and kitchen faucets.
9. We report water leaks by submitting a work order.
10. We print double-sided and/or use paper that has already been used on one side, whenever possible.

11. We have made one or more of the following additional efforts to reduce paper use:

Briefly describe:

Filing systems are predominantly electronic, with materials printed as needed for staff development and training.

Fall In-service and Spring Conference handouts are published on the event website for future reference.

Paper orders focus on recycled products.

Color paper is used rarely due to recycling concerns; however, when we do use it we select a paper that is light in color.

12. We look in surplus property and the Reusable Office Supply Exchange before purchasing new supplies or furnishings.

13. We use tap water and washable drink containers and do not supply disposable cups or bottled water.

14. We supply reusables at department meetings and events rather than paper plates, cups, etc.

15. We use rechargeable batteries.

16. We recycle paper, cardboard, plastic, glass, metal, printer cartridges, surplus office supplies, surplus property, and rechargeable batteries.

17. We have a composting station and a designated employee empties and rinses the container at least twice per week.

18. Our department considers sustainability factors before making purchases.

Briefly describe purchasing efforts:

Fall In-service & Spring Conference: Purchase of CML menu featuring local, seasonable food choices with some food items originating in Lane's Learning Garden.

Employee Recognition Gala: Purchase of biodegradable peanuts and recycled boxes to mail employee awards; purchase retiree gifts from local businesses; purchase decorations from on campus (Titan Store); purchase retiree bricks from local business; and purchase employee engraved awards from local non-profit business specializing in changing recycled glass to an art form.

Aspiring Leaders: Purchase of organic food and beverage products for two annual retreats whenever possible; elimination of the purchase of bottled water, instead using Lane's Bring Back the Tap sustainability program; purchase of recycled napkins.

19. In our Department/Division, at least 30% of employees carpool, walk, bike, bus, or telecommute at least two days per week.

20. In our Department/Division at least 30% of employees participate in the employee giving campaign.

21. Our department promotes wellness by doing one or more of the following:

please describe 'other':

22. We include sustainability in all job postings and include a sustainability question in all new hire interviews.

24. We promote sustainability concepts within and outside our department and/or we mentor other departments in instituting their own sustainable practices.

25. Innovation. This point is intended to provide departments with recognition for innovative sustainable practices that are not included addressed in this checklist.

Describe:

Aspiring Leaders: Discontinuance of non-organic coffee purchasing to avoid pesticide load in product; and elimination of artificial sweeteners at retreats to safeguard the health of participants.

Fall In-service & Spring Conference: Use of reusable table service, plates, and cups, and compostable napkins; announce to staff a reduced number of hot beverage cups available each year, publishing announcements via email and Lane Weekly reminding staff to BYOC, with greeters thanking staff who heeded the BYOC request; and use of recycled paper in the printing of programs/schedules and any accompanying handouts.

Employee Recognition Gala: Use of reusable table service, plates, and cups, and recyclable napkins.

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