

Green Office Checklist	Points Possible	Points Earned
Energy		
In our desk lamps, we use compact fluorescent light (CFL) bulbs. To dispose of the CFLs, we enclose them in a plastic bag and take them to our nearest e-waste collection site.	2	
We shut off our monitors and/or manually send our computers into energy saving modes (standby or hibernate) when not in use and turn them off at night.	1	
We have sleep mode enabled on all copiers and all printers after five minutes or less of inactivity.	1	
All lights are turned off when not in use during the day and at night, including in common areas such as kitchens, storage closets, and bathrooms.	2	
We have posted energy conservation prompts on or near light switches (with blue tape), where applicable. We spoke with Facilities first to ensure we followed protocol.	2	
Microwaves, coffee makers, and other small appliances are unplugged at night, or are programmed to shut off through a timer.	2	
We send, or will send, an e-mail to our staff before holidays and breaks containing an energy saving checklist.	1	
We use power strips as central turn-off points in our individual work stations, and switch them off each night. If we do not have power strips, we have spoken with our manager about purchasing them.	3	
Recycling & Waste Reduction		
There are recycling bins in all common areas where trash bins are present, such as in kitchens and break rooms, conference rooms, mailrooms, and copy rooms. We have spoken with the sustainability staff to secure any needed bins.	1	
In our office recycling signs are clearly posted on or near recycling bins.	1	
We spent several minutes at a recent staff meeting to ensure that all members of our office are aware of proper recycling practices.	2	
If Xerox provides our copier/printer, we recycle inkjet and laser jet cartridges through their free service. If not, we go through Office Max, which accepts all brands, or another recycling service.	2	
When we need to dispose of office furniture and equipment, we contact Central Distribution Services to see if it can be salvaged and reused elsewhere.	3	
We explored the possibility of using waste reducing features, such as fax to file, fax forwarding, and print to mailbox, on our office copier/printer and shared findings with staff. We contacted IT staff if we had questions about any of these.	2	
We have a designated area in our supply closet, or elsewhere in our office, for sharing office supplies that can be re-used (file folders, binders, pens, paper clips, etc).	3	
In our office, department, or building we have at least one publicized collection bin for small electronic waste with signs explaining what can be recycled here. If we do not have one, we have spoken with Safety & Risk about getting one.	3	
Paper		
We reduce paper margins in order to decrease the length of documents we may print.	1	
We print or copy to both sides of a page whenever possible. Double-siding is set as a default on our office computers, and we placed a visual prompt on our copy machine to remind members of our office to double-side whenever possible.	1	
In order to save paper when printing and copying, we reuse paper that has text on only one side whenever appropriate. We keep a scrap paper pile near our printer and/or copier.	2	
We use inter-office instead of regular envelopes whenever possible, and promote the redistribution of inter-office envelopes in our office or department.	1	
For printing and copying, our office only uses paper containing at least 30% recycled content (2 points) or 50% recycled content (3 points).	3	
As part of our effort to use recycled office supplies beyond computer paper, we use other paper products with 30% recycled content, including envelopes and post-its.	3	

Purchasing		
Before we purchase office furniture, such as file cabinets, desks, etc., or appliances, we check to see if Auxiliary Services have any surplus in stock or can obtain any.	3	
If we must purchase new (or used) appliances and equipment (printers, copiers, microwaves, etc), we only purchase Energy Star or EPEAT certified models.	3	
When purchasing office supplies, at least half of all applicable supplies are from the PCC Sustainability Purchasing Guide.	3	
Whenever we order office supplies we require a minimum purchase amount and order in bulk to reduce the number of deliveries and/or trips.	2	
When purchasing other office supplies, we buy items with Green Seal, Design for the Environment, EcoLogo, Rainforest Alliance, and/or FSC certifications.	2	
If surplus items are not available, we consider more sustainable furniture options before purchasing new furniture.	2	
Outreach & Participation		
Someone from our department is an active Green Team member. Members of our office know they may contact this person with ideas, questions, and comments regarding PCC sustainability initiatives the Green Office program.	2	
Our office displays a Green Tip poster on an office bulletin board maintained by our Green Team Representative.	2	
We have solicited feedback from office members about sustainability features we have or could have in our office. A member of our office has shared this feedback with someone from the Sustainability team.	1	
We include information about our office/departmental environmental policies and goals in hire packets for all new staff. We also include PCC's commitment to sustainability in our hiring information.	2	
Events & Meetings		
Before events and meetings we send an e-mail reminding attendees to bring mugs or reusable cups if beverages will be served.	2	
We have recycling bins available at all events and meetings.	1	
We collect organic waste to compost at events and meetings.	3	
At our events and meetings we use reusable cups, dishware, and utensils whenever possible. For occasions when this is not possible, we use recycled paper or compostable products.	3	
At our events and meetings we reduce waste by using the following in bulk containers: sugar, salt, condiments, and beverages (including water).	2	
Transportation		
Members of our office are aware of more sustainable transportation modes available through PCC and their resources regarding public transportation, ridesharing, bicycling, and transit news.	1	
Information about the sustainable transportation programs are displayed permanently on one of our information boards.	2	
We have a space on our information board where employees can request carpool or biking partners.	2	
At least half of our employees use more sustainable transportation options to get to work.	3	
When planning work-related travel, we use greener transport options when applicable, such as hybrid taxis, ZipCar, or ecoShuttle.	3	
When choosing lodging, we lodge with one of the following certifications: US EPA Energy Star Label for Hospitality, LEED, Green Hotels Association, or EcoRoom, when applicable.	3	
Kitchens & Breakrooms		
In our kitchen, we use environmentally preferable dishwashing soap.	2	
In our kitchen or break room we have reusable mugs, dishware, and silverware for staff and visitor use. We encourage employees to donate their old dishware to the break room.	3	
If we supply paper products to staff in our break room or kitchen, we purchase napkins and paper towels with at least 30% recycled content.	3	
We collect organic waste to compost in our kitchen or breakroom.	3	
Total	100	