

UAB Green Office Checklist

Name:		Department:	
Blazer ID:		Location:	
Email:		Office Number:	

WASTE

ID	Action	Points	Achieved
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General

W.1	We conducted an audit of our waste stream.	4	
W.2	We have held at least one Office Clean Out Day that promoted recycling and reuse in the past year.	1	

Paper & Office Supply Waste

W.3	We set double-sided printing 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 copy.	3	
W.4	We encourage individuals to reduce paper margins in order to decrease the length of documents we print.	1	
W.5	We use an electronic timesheet system.	2	
W.6	We use electronic financial reports.	3	
W.7	We keep a stack of previously used paper near printers to be made into notepads, used for scratch paper or internal memos, or loaded into a designated bypass tray in the printer for printing internal or draft single-sided documents.	1	
W.8	We use an electronic signing system in our office to prevent paper waste (e.g. Adobesign).	4	
W.9	Memos, forms, and newsletters are sent electronically. Other documents are printed only when necessary.	4	
W.10	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).	1	
W.10	We unsubscribe ourselves from junk mail.	1	

Managed Print

Select 1 of the following:

W.11a	We have eliminated all personal printers and use a shared, network print environment only OR	3	
W.11b	We have undergone a full managed print assessment and implementation, including elimination of most/all personal printers, with our IT unit.	4	

Mugs, Dishware, Utensils & Food Waste

W.12	We remind staff to bring their own mugs, and we have reusable mugs available for attendees to meetings in our office.	4	
W.13	At our events and meetings we use reusable cups, dishware, and utensils.	4	
W.14	We regularly consult the Green Events Guide for information on how to green our meetings and events (at least 80% of the staff meetings are Green Events).	2	
W.15	In the lunch/break room, we have replaced disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable or bulk containers for sugar, salt & pepper, ketchup, etc. to avoid individual condiment packets.	3	
W.15	We have eliminated the use of Styrofoam in our office.	3	

W.16	We have eliminated the purchase of any bottled water for our area.	4	
Recycling			
W.19	We reviewed proper recycling practices at a recent staff meeting or through an office email to ensure that all members of our office are aware of the procedures and have had their questions answered.	1	
W.20	All offices have deskside paper recycling bins.	4	
W.21	There are trash and recycling bins side-by-side in a central area, and these bins are clearly labeled with the correct signage.	1	
W.22	We recycle inkjet and laser jet cartridges.	3	
W.25	We recycle all electronics that leave our office.	4	
W.26	We participate in UAB's battery recycling program for non-rechargeable, alkaline batteries by contacting greenoffice@uab.edu	1	
W.27	We use rechargeable batteries (instead of disposable) at least 50% of the time.	2	
WASTE	SECTION SUBTOTAL:	0	

PURCHASING			
<i>ID</i>	<i>Action</i>	<i>Points</i>	<i>Achieved</i>
General			
P.1	We have created a comprehensive inventory of office and other consumable supplies to avoid over-ordering.	4	
P.2	We have no auto restock on any orders OR we do and they are evaluated every three months.	2	
Paper Products and Office Supplies			

We commit to consolidate orders so that we do not make single item purchases (Select only 1 of P.3a, P.3b, P.3c):

P.3a	Less than \$50 OR	2	
P.3b	Less than \$100 OR	3	
P.3c	Less than \$200 (receives an additional 2% point-of-sale discount from Office Depot).	4	
We purchase copy, computer and fax paper with a minimum of (Select only 1 of P.4a and P.4b):			
P.4a	30% post consumer waste content OR	1	
P.4b	100% post consumer waste content.	3	
P.4c	We purchase Chlorine-free paper.	1	
P.4d	We purchase Forest Stewardship Council (FSC) certified paper.	1	
P.4e	We have gone paperless	6	

We purchase letterhead, envelopes and business cards with minimum of:

P.5a	30% post consumer waste content OR	1	
P.5b	100% post consumer waste content.	3	
P.5c	Letterhead, envelopes, and business cards are processed chlorine-free (PCF)	1	
P.5d	Letterhead, envelopes, and business cards are Forest Stewardship Council (FSC) certified	1	

We purchase folders, notepads, post-its or other paper products with a minimum of (Select only 1 of P.6a, P.6b, P.6c):

P.6a	10% post consumer recycled content OR	1	
P.6b	30% post consumer recycled content OR	2	
P.6c	100% post consumer recycled content.	3	
P.7	We have replaced solvent-based permanent ink markers/pens with water-based ones.	1	
P.8	We recycle all markers and pens used in the office through Terracycle.	3	
P.9	We purchase only recycled or remanufactured laser and copier toner cartridges.	3	

Events			
P.12	We have the caterer provide drinks and snacks in bulk rather than individual containers.	2	
P.13	We purchase food in bulk trays and avoid purchasing cardboard and plastic-boxed meals.	2	
P.15	We include at least 50% vegetarian or vegan options in all our orders.	1	
P.16	At least 50% of our events or conferences are paper-free; we only provide materials electronically.	3	

P.17	We only purchase giveaway items/prizes that are made of recycled material or that are a reusable item that replaces a disposable one (e.g. coffee cup).	1	
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Furniture, Computers, Equipment, and Other

For new office furniture (Select only one of 18a, b, or c):

P.18a	We reuse furniture from Surplus Warehouse before purchasing new office furniture OR	4	
P.18b	We buy refurbished furniture OR	3	
P.18c	We buy new furniture with at least 50% recycled content.	2	
P.19	All of our computer purchases meet at least EPEAT silver standards.	4	
P.20	Any new equipment we purchase is ENERGY STAR rated, if applicable. If ENERGY STAR is not available, we work with our vendor to purchase the most efficient option.	4	

PURCHASING SECTION SUBTOTAL: 0

ENERGY

<i>ID</i>	<i>Action</i>	<i>Points</i>	<i>Achieved</i>
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General

E.1	We have control over our thermostat and keep it set at 68 for heating and 75 for cooling.	3	
E.2	We have coordinated with our Building Administrator to identify areas that do not require heating or cooling during off-hours, breaks or other periods of time.	3	
E.3	We leave clear space in front of all of our radiators and vents.	3	
E.4	We send, or will send, an e-mail to our staff before holidays and breaks containing an energy saving checklist for leaving their office.	1	

Computers and Related Equipment

E.7	We have sleep mode and auto-off enabled on all copiers and all printers.	1	
E.8	We enabled the recommended power management settings on our computers. If changing these settings requires administrative rights, we have contacted our IT group for assistance.	2	
E.9	We shut off our monitors and/or manually send our computers into energy saving modes (standby or hibernate) when not in use.	1	

Lights

E.11	We have posted prompts near light switches to encourage energy conservation.	1	
E.12	We have worked with our Building Administrator to assess overhead lighting lumens/foot-candles in the office and switch to more energy efficient bulbs where possible.	2	
E.13	We turn off lights and use natural lighting when possible.	2	
E.14	We use task lighting (lamps) for individual work spaces to reduce overhead lighting.	3	

Windows

Other Energy Actions

E.16	Microwaves, coffee makers, small appliances, printers, copiers, etc. are unplugged at night by a designated person, or are programmed to shut off through a timer or plug load controller.	3	
E.17	No one uses space heaters in our office.	4	
E.18	Refrigerator Temperature is 37°F and the freezer is 3-5°F	2	

ENERGY SECTION SUBTOTAL: 0

WATER

<i>ID</i>	<i>Action</i>	<i>Points</i>	<i>Achieved</i>
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General

WR.1	All office personnel know how to put in a maintenance request for leaks and other facilities issues.	1	
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WATER SECTION SUBTOTAL: 0

HUMAN HEALTH & INDOOR ENVIRONMENTAL QUALITY

<i>ID</i>	<i>Action</i>	<i>Points</i>	<i>Achieved</i>
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General

In our kitchen, we use:

H.1a	Environmentally preferable dishwashing soap (can buy through. Staples, Fisher, Grainger)	1	
H.1b	Environmentally preferable all-purpose cleaner.	2	
H.2a	We have at least two plants in our office space	1	
HUMAN HEALTH & INDOOR ENVIRONMENTAL QUALITY		SECTION SUBTOTAL:	0

TRANSPORTATION

<i>ID</i>	<i>Action</i>	<i>Points</i>	<i>Achieved</i>
Commuting			
T.1	Members of our office are aware of UAB's/Birmingham's alternative transportation programs and the associated resources regarding public transportation, carpool/vanpool, bicycling, and transit news. Information about the applicable programs (including bike maps, CommuteSmart, car share info, bike share etc.) is displayed prominently in the office.	2	
T.1a	We have invited, via email, all eligible and interested employees in incentive programs for taking public transportation, carpooling, or bike riding.	2	
T.1b	At least one person in our office or department drives an electric vehicle.	1	
T.1c	50% of our staff use public transit, bike or walk to work.	2	
T.2	There is bicycle parking located convenient to our building. If not, we contacted Facilities/ Operations at our school/unit to see if relocating existing bike racks or obtaining new racks is a possibility.	1	
T.3	We have a designated department bike that staff use to get around campus	2	
T.4	We offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	4	
Work-related Travel			
T.5	When we have to use a car, we use carpooling services (ex: UberPool) rather than riding alone in one car.	2	
T.5	We refrain from using cars when traveling and rely on public transit, bikes, or walking.	4	
TRANSPORTATION		SECTION SUBTOTAL:	0

<i>ID</i>	<i>Action</i>	<i>Points</i>	<i>Achieved</i>
General			
I.1	This department, school, or center has a Sustainability Ambassador.	4	
I.2	This office has a "Green Team" or "Green Rep" that regularly communicates with a Sustainability Ambassador and communicates with the office at meetings	4	
I.4	We have provided assets information about our office's environmental efforts and what we are doing to meet the Green Office program standards posted in an easily visible location for staff and visitors to see.	1	
I.8	We inspired another office, _____, to pursue UAB Green Office Certification.	3	
I.9	We have successfully implemented additional green projects not listed here in our List/Describe: _____ _____ _____ (points for additional projects will be determined by the sustainability staff reviewing the submission)	TBD by GOC	

INVOLVEMENT		SECTION SUBTOTAL:	0
		Total Points:	0