

Green Office Checklist

This checklist allows your department to see what an Environmental Center employee will be surveying for in your Green Office Certification process. Refer to the "Eco-Leader Manual" which contains information for CU faculty and staff on the following issues. Contact the Environmental Center if you have questions and/or to schedule your Green Office Checkup at 492-8308 and RETURN this checklist to (303) 492-3244 (fax) or 207 UCB.

Inventory of your area's recycling

What types of recyclables are generated in these areas?

AREA	Office Pak	Newspaper	Co-mingled Containers	Corrugated Cardboard
Desk side				
Copy Area				
Kitchen area				
Lounge				
Dock				

Is there any recycling information posted?

Where? _____

What special materials are collected for recycling? (Check Box if apply)

ITEM	Y	N	N/A
Laser printer toners and inkjet cartridges			
Disks			
Tyvek envelopes			
Transparencies			

Procurement: Paper and Office Products

<i>Does your department...</i>	Y	N	N/A
Use recycled (high post-consumer content) in copier, printer, and fax? Please specify BRAND(S) _____			
Use recyclable paper (no bright, dark or plastic coated)?			
Purchase recycled content, non-toxic, remanufactured office supplies?			
Purchase non-toxic and/or biodegradable cleaners?			
Purchase energy efficient and/or reused office equipment?			
Purchase furniture that is reused or made with recycled-content materials and/or certified wood?			
Request/Use environmentally friendly products (paints, carpet, lighting) when renovating or remodeling?			

Waste Reduction:

<i>Does your department...</i>	Y	N	N/A
Make double-sided copying/ printing a standard practice?			
Reuse items rather than throw them away when possible?			
Do not use bright/ dark paper and/or plastic covers in copy/ print jobs?			
Print only necessary quantities of copies, catalogs, brochures, etc?			
Minimize packaging?			

Energy: Opportunities for Conservation and Efficiency

<i>Does your department...</i>	Y	N	N/A
Replace old equipment with EnergyStar® equipment			
Replace monitors with flat-screen displays			
Replace lights			
Turn off equipment and lights when not in use			
Activate sleep mode on computers, instead of screen-savers			
Eliminate unnecessary equipment			
Post Information (lights out stickers, posters/ displays)			

Pest Management

<i>Does your department...</i>	Y	N	N/A
Follow basic pest prevention measures?			
Have you/ do you use Facilities Management Integrated Pest Management services (for least toxic treatment and prevention methods)?			

Transportation

<i>In your department...</i>	Y	N	N/A
Is carpool, bus, bike, and pedestrian information posted?			
Is a bicycle available for running errands, making deliveries, etc?			
Do you rent vehicles from Transportation Services?			

If you have any questions or need more information regarding these questions, please contact the CU Environmental Center at 303-492-8308 or ecenter@colorado.edu.