



## DEPARTMENT CHECKLIST

**Do not submit this PDF to the Office of Sustainability. This form is a preview of the survey meant to assist you in your preparations. Formal submissions should be made using the online [Green Office Departmental Survey](#).**

☐ Our department administrative office consistently reports malfunctions of HVAC, faucets, lighting, and other maintenance needs to Facilities in a timely fashion via [their online service request form](#).

- Complete.
- Not pursuing.

☐ Our department is committed to turning off lights, TVs, computers, and projectors in shared spaces when not in use and at the end of each day. We have placed friendly reminders where appropriate (conference rooms, kitchens, closets, bathrooms, classrooms, labs, etc.) that remind people to turn lights and equipment off when they leave the room.

- Complete.
- Not pursuing.

☐ We have also posted signs in shared spaces encouraging employees to unplug items like phone chargers and small kitchen and office appliances when not in use to reduce [vampire energy](#) consumption.

- Complete.
- Not pursuing.

☐ Additionally, we use [smart power strips](#) as central turn-off points at public / shared workstations and for appliances where possible. We have the following number of smart power strips in **shared spaces** (those in individual offices are reported via the Green Office Employee Checklist):

- 0
- 1-3
- 4-6
- 7+

☐ We have hung a [UNCG recycling guide](#) in the following shared spaces:



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(select all that apply)

- Copier room.
- Break room.
- Other.
- Not pursuing.

☐ Our department is committed to using as few desktop printers as possible to save electricity and reduce paper and ink consumption. We have the following number of desktop printers in **shared spaces** (printers in individual offices are reported via the Green Office Employee Checklist):

- 0
- 1-3
- 4-6
- 7+

☐ An individual in our department is committed to sending an energy conservation reminder to staff before holidays and breaks.

- Complete. Provide name and email:
- Not pursuing.

☐ Likewise, we have designated an employee or have placed public instructions asking the last person to leave for the night to **shut down** (not put to sleep) networked printers and copiers in shared spaces to reduce vampire energy consumption overnight. Did you know: Electricity from all UNCG computers is equivalent to 1% of our carbon footprint.

- Complete.
- Not pursuing.



### **DEPARTMENT CHECKLIST**

☐ An individual in our department is committed to sending sustainability related events to be included in the [UNCG Sustainability calendar](#) (can be the same person as listed above). email: [uncgsus@uncg.edu](mailto:uncgsus@uncg.edu)

- Complete. Provide name and email:
- Not pursuing.
- Not applicable.

☐ Our department follows UNC System regulations and sends any unwanted, unused, or broken office furniture, supplies, and equipment to the [surplus warehouse](#) to be properly disposed, reused, or resold. We also regularly contact the surplus warehouse as an option for replacement items.

- Complete.
- Not pursuing / applicable.

☐ Our department has established a clear process for proper disposal of miscellaneous e-waste (batteries, printer cartridges, electrical cords, etc.). We use one of the [e-waste drop-off locations](#) on campus or call OWRR for pickup when necessary.

- Complete.
- Not pursuing.

☐ The person responsible for purchasing supplies for the department has been made aware of, and regularly references, the [eco-friendly purchasing guides](#) provided by the UNCG Purchasing Department before buying items.

- Complete.
- Not pursuing.

☐ The department prioritizes the purchase USB powered or chargeable items (computer mice, presentation remotes, etc.) where feasible to reduce battery waste.

- Complete.
- Not pursuing.



### **DEPARTMENT CHECKLIST**

☐ Our department purchases LED light bulbs for desk and floor lamps in offices and shared spaces (lobbies, conference rooms, waiting areas, etc.).

- Complete.
- Not pursuing.

☐ Additionally, office supply orders are scheduled to a limited number of specific times (e.g., once per week or fewer) to minimize the number of small orders being delivered.

- Complete.
- Not pursuing.

☐ Our department requests Print Services print our materials on at least 30% recycled content and is either certified by the [Forest Stewardship Council](#), [US Sustainable Forest Council](#), or the [Sustainable Forest Initiative](#).

- Complete.
- Not pursuing.

☐ Our department purchases copier paper that is at least 30% recycled content and is either certified by the [Forest Stewardship Council](#), [US Sustainable Forest Council](#), or the [Sustainable Forest Initiative](#).

- Complete.
- Not pursuing.

☐ Our department emails meeting materials in place of printing as much as possible.

- Complete.
- Not pursuing.



### **DEPARTMENT CHECKLIST**

☐ All of our departmental publications and brochures are available online.

- Complete. Provide link(s):
- Not pursuing.
- Not applicable.

☐ The department has a mechanism for sharing and reusing office supplies beyond the surplus warehouse, such as a designated space for storing file folders, three ring binders, writing instruments, etc.

- Complete.
- Not pursuing.

☐ Reusable canvas bags are available in a central location for staff use in place of plastic bags.

- Complete.
- Not pursuing.

☐ We purchase phosphate free dish soap and other cleansers to reduce water pollution. (e.g., Seventh Generation, Method, Dr. Bronners, etc.)

- Complete.
- Not pursuing.
- Not applicable / no shared kitchen or break room.

☐ Reusable flatware, utensils, and mugs are available in common eating areas equipped with a sink.

(select all that apply)

- Flatware.
- Utensils.
- Mugs / glasses.
- Not pursuing.
- Not applicable / no shared kitchen or break room.



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☐ We offer alternatives to bottle water such as filtered water or plumbed water coolers.

- Complete.
- Not pursuing.

☐ Any coffee, sugar, salt, condiments, and creamers for everyday office use are provided in multi-use containers to avoid waste of individual serving packages. e.g., no single-use Keurig pods!

- Complete.
- Not pursuing.
- Not applicable / no shared kitchen or break room.

☐ If your department purchases food for meetings and/or events, even if it's just once or twice year, please proceed. Otherwise, please select "Not applicable." to skip to the next section.

- Not applicable.

☐ We ensure the amount of food we purchase is proportionate to the size of the meeting and we establish a plan to donate leftovers. That plan may include employees or students taking home the excess.

- Complete.
- Not pursuing.

☐ We consistently provide healthy food options (low sugar, non-processed, low salt, vegan, vegetarian, organic, etc.) at events and meetings.

- Complete.
- Not pursuing.



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☐ We serve food buffet style (no individual box lunches) when we have:  
(select all that apply)

- Meetings.
- Events.
- Not pursuing.
- Not applicable due to COVID-19.

☐ We use reusable dishware and utensils as often as possible for:  
(select all that apply)

- Meetings.
- Events.
- Not pursuing.

☐ We use compostable dishware and utensils when reusable items are not available for: (select all that apply)

- Meetings.
- Events. Select only if you pursue this for events not catered by UNCG Dining Services.
- Not pursuing.

☐ We request that Dining Services also provide composting guidance (signage) and a receptacle to collect compostable material at our events when they provide catering.

- Complete.
- Not pursuing.

☐ We regularly support minority owned and / or locally owned businesses when planning events and meetings. Local is defined as within 250 miles. Do not include national chains.

- Complete.
- Not pursuing.



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☐ We always include at least one vegetarian and / or vegan option at our meetings or events to accommodate individual dietary preferences and to help reduce our carbon footprint. (select all that apply)

- Vegetarian.
- Vegan.
- Not pursuing.

☐ We serve **only** vegetarian or vegan food for at our events and meetings. (select one)

- Vegetarian.
- Vegan.
- Not pursuing.

☐ We are committed to informing new employees (those who joined the department after Green Office certification) of sustainability practices in our office and will provided them with the [Green Office Employee Checklist](#).

- Complete.
- Not pursuing.

☐ Our department is committed to a day of community service at least once a year. This may be completed on community service leave or the weekend. Service does not have to be related to an environmental cause.

- Complete.
- Not pursuing.

☐ Our department social media accounts like or follow UNCG Office of Sustainability ([@SustainableUNCG](#)) on social media. (select all that apply)

- Twitter.
- Facebook.
- Instagram.
- YouTube.





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- We don't use social media or our division handles social media.
  
- ☐ We have provided guidance to another office to support their participation in the UNCG Green Office Program within the past three years.
- Complete. Please provide Department name and contact.
- Not pursuing.
  
- ☐ Employees are aware of and the department supports their use of the [Flexible Work Schedule Policy](#) when appropriate.
- Complete.
- Not pursuing.
  
- ☐ The [UNCG Commuter Survey](#) has been distributed to ***all*** employees in our department, not just those completing the Green Office Employee Checklist.
- Complete
- Not pursuing
  
- ☐ We agree to put the Green Office Certified logo on our website landing page and link it to the program web page. Will be provided by the Office of Sustainability upon confirmation of certification.
- Agree.
- Disagree.
  
- ☐ **Innovation:** If applicable, please describe a “green” project or process spearheaded by your department that falls outside the scope of this survey but is still in line with UNCG's definition of sustainability as the enduring interconnectedness of social equity, the environment, economy, and aesthetics; and/or supports UNCG's goal of becoming carbon neutral and zero waste by 2050.

Examples of acceptable innovation projects: a grant from the Green Fund; a grant from an outside funding source; a large water, waste, or electricity



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saving construction project on campus; a department program serving campus or surrounding community, etc.

- Complete. Please provide a brief explanation (include links if available).
- Not pursuing / applicable.

☐ Complete [a brief survey to provide feedback](#) on this survey and the Green Office Certification program.

- Completed.
- No, thank you.