



## **Employee 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 Employee Checklist Survey](#).**

☐ I have changed the [power settings on my computer\(s\)](#) so it goes into sleep mode after a reasonable period of inactivity. Preferably, a 15-minute setting will maximize energy savings without causing an inconvenience.

☐ I shut down my personal computer and other office devices (e.g., printer, TVs, etc.) when I leave for the day.

☐ During the day, I unplug items like phone chargers, and other small kitchen and office appliances when not in use to reduce [vampire energy](#) consumption.

☐ I use a [smart power strip](#) at my desk and other work stations.

☐ I am aware that UNCG has a [Standards of Comfort Policy](#) to conserve energy. I have reviewed the policy and do my best to dress in layers and be prepared for temperature fluctuations both indoors and outdoors.

☐ I have reviewed [this list of low-maintenance indoor plants](#) that help improve air quality and office ambiance.



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☐ I consistently report malfunctions of HVAC, faucets, lighting, and other maintenance needs to my office admin or directly to Facilities in a timely fashion via [their online service request form](#).

☐ I follow UNC System regulations and send any unwanted and unused office furniture and equipment to the [surplus warehouse](#) to be properly disposed of or resold.

☐ Additionally, I utilize the surplus warehouse, as best as possible, to replace office equipment and furniture before purchasing new materials.

☐ I have reviewed the eco-friendly [purchasing guides](#) provided by the UNCG Purchasing Department.

☐ I prioritize the purchase of USB powered or chargeable items (e.g., computer mouse, PowerPoint remote, etc.) where feasible to reduce battery waste.

☐ I purchase or request the purchase of LED light bulbs for the desk and floor lamps in my office.

☐ I have downloaded and reviewed the [UNCG recycling guide](#).



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☐ I have downloaded the [GSO Collects App](#) and will reference the "Waste Wizard" to help me ensure I recycle properly, keeping in mind there are a few differences between what the City and UNCG collect. [Learn more about recycling differences in Greensboro and at UNCG here.](#)

☐ I have downloaded the [UNCG Mobile App](#) (Android or Apple). There is a new sustainability tile that is your one stop shop for all things green at UNCG.

☐ I am aware of and use the [e-waste drop-off locations](#) on campus for electronic / universal waste (e.g., batteries, electrical cords, printer cartridges, etc.) or I contact the Office of Waste Reduction and Recycling ([recycle@uncg.edu](mailto:recycle@uncg.edu)) for pick-up when necessary.

☐ I use reusable dishware and utensils (e.g., water bottle, mug, silverware, etc.) as often as possible.

☐ I use a networked copier in a shared space and **do not have a desktop printer** in my office for personal use.

☐ I ask Print Services to print on at least 30% recycled content or is either certified by the [Forest Stewardship Council](#), [US Sustainable Forest Council](#) or the [Sustainable Forest Initiative](#).

☐ I email meeting materials in place of printing whenever possible.



### **Employee Checklist**

- ☐ I have signed-up to receive the monthly [Office of Sustainability newsletter](#).
  
- ☐ I have subscribed to the [Office of Sustainability Google calendar](#).
  
- ☐ I have reviewed the [Flexible Work Schedule Policy](#).
  
- ☐ I have completed the [UNCG Commuter Survey](#). Your participation in this survey is greatly appreciated as it helps UNCG track the Greenhouse Gas emissions generated by our employee and student commuters and gives you an opportunity to provide feedback about transportation infrastructure on campus and in our region. Your progress here will be saved while you complete the commuter survey.
  
- ☐ I like or follow the UNCG Office of Sustainability ([@SustainableUNCG](#)) on the following social media sites:  
(select all that apply)
  
- ☐ I have encouraged and provided guidance to another colleague to support their participation in the UNCG Green Office Program.
  
- ☐ I have submitted a proposal (funded or not) to the [Green Fund](#) within the past three years.
  
- ☐ I have been awarded a grant from the Green Fund within the past three years.