



Green Office Checklist



The goal of an environmentally responsible office is to make the most efficient possible use of

How frequently are these environmentally friendly practices used in your office?

20 checkmarks +: Congratulations, your office is already being green.

Under 20: Your office has plenty of options to help improve, try making small changes such as purchasing paper with a higher recycled content or adding more recycle bins to your office. UW Recycling provides recycle bins for paper, can/bottles, compostable waste, and electronic media.

REDUCE WASTE

- ☐ Print double-sided documents, use economy print settings on printers and copiers
- ☐ Collect paper that has previously been used on one side and reuse it within the office.
- ☐ Edit documents on-screen rather than printing unnecessary draft copies.
- ☐ Purchase remanufactured toner cartridges and refill or recycle empty toner cartridges.
- ☐ Regularly review subscriptions and cancel those that are no longer necessary or are available electronically
- ☐ Reduce fax-related paper waste at both ends by using a fax cover sheet that is:
 - ☐ reusable (a laminated sheet, with a dry ink pen that can be easily erased); or
 - ☐ printed on paper previously used on one side;
 - ☐ on only one-half or one third of a page (rather than a full 8½" x 11" sheet).
- ☐ Use document formats that minimize unused space on each page (for example, narrow margins).
- ☐ Use reusable cloth or stainless steel coffee filter in office coffee makers.
- ☐ Use personal mugs instead of paper, if using a paper cup remember to put in the compost bin.
- ☐ Recycle glass, cans, newspapers, corrugated cardboard and compostable items.
- ☐ Purchase reusable and durable supplies, such as rechargeable batteries and mechanical pencils.
- ☐ Purchase products with the maximum post-consumer recycled content available. In the case of paper products, unbleached, 30% post consumer waste recycled content
- ☐ Products with minimal packaging, including, for example:
 - ☐ Bulk coffee, rather than individually portioned packages;
 - ☐ Bulk cream and sugar.

REDUCE ELECTRICITY

- ☐ Turn off lights when not in use
- ☐ Turn off computer equipment, including printers, at the end of the day
- ☐ Unplug cell phone chargers when not being used
- ☐ Turn off calculators, speakers, heaters, fans at the end of the day

REDUCE FUEL

- ☐ Order supplies in bulk with weekly or biweekly delivery
- ☐ Ensure suppliers deliver in fuel-efficient vans.
- ☐ Use public transportation, bicycle, carpool or telecommute

EQUIPMENT & FACILITIES

Is your Office equipped with the following?

- ☐ Photocopiers with automatic double-sided capabilities so that double-sided copies can be made quickly and easily.
- ☐ Photocopiers with an energy-saving automatic stand-by feature.
- ☐ Printers with double-sided capabilities.
- ☐ An area for used supplies such as binders, scissors, padded envelopes and file folders.
- ☐ Plants at workstations – plants act as air filters and can absorb some pollutants
- ☐ Greenguard certified furniture. Many furniture products release gases such as formaldehyde into the air; Greenguard certified products are tested to ensure emissions meet acceptable Indoor Air Quality standards.

When requirements arise for items such as office furniture and larger equipment, check UW Surplus Property for used items first. If purchases must be made, opt for equipment that is durable and can be easily repaired.

USEFUL LINKS

UW Surplus Property

Energy Star a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping us all save money and protect the environment through energy efficient products and practices.

EPEAT a system to help purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.

Green Seal provides science-based environmental certification standards that are credible, transparent, and essential in an increasingly educated and competitive marketplace.

Forest Stewardship Council coordinates the development of forest management standards throughout the U.S., provides public information about certification and FSC, and works with certification organizations to promote FSC certification in the U S

GreenGuard establishes acceptable indoor air standards for indoor products, environments, and buildings.