



# Green Office

# Resources

Forms, tips, templates and more for Green Office Certification

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This booklet is intended as a guide for Tufts University offices participating in the [Green Office Certification program](#), but the resources may be helpful for anyone hoping to improve the sustainability of their workspace. Download the program's [checklist here](#).

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# 1. Energy and Water Use

This portion of the Green Office Certification checklist focuses on office lighting, energy saving modes, power strips, Energy Star equipment, heating or cooling systems, and water conservation.

- [1.2 Light switch prompt](#): Hang this prompt next to light switches in your office to remind everyone to turn the lights out
- [1.4 Computer Power Management](#): Energy-saving tips from the Office of Sustainability and Tufts Technology Services (TTS)



- [1.6 Energy Star certified products](#): Check whether your office's equipment is energy-efficient, or browse for eco-friendly tech products
- [1.7 Tufts University temperature policy](#): Make sure you are controlling your thermostat in compliance with Tufts' standard
- [1.8 Water conservation prompt](#): Hang this prompt next to faucets in your office to remind everyone to always turn off the tap

- [1.8 Tufts Facilities Maintenance Request](#): If you have a leak or an electrical issue, report it to Facilities as soon as possible

**Tip: The numbers next to each resource directly correspond to the relevant item on the checklist.**

## 2. Waste and Recycling

This portion of the Green Office certification checklist focuses on the presence and labeling of recycling bins, availability of compost, disposal of electronics and furniture, and handling of unwanted mail.

**[BOOKMARK THIS: Recycling or compost bin request form:](#)**

Easily request a new bin from Recycling with this online application

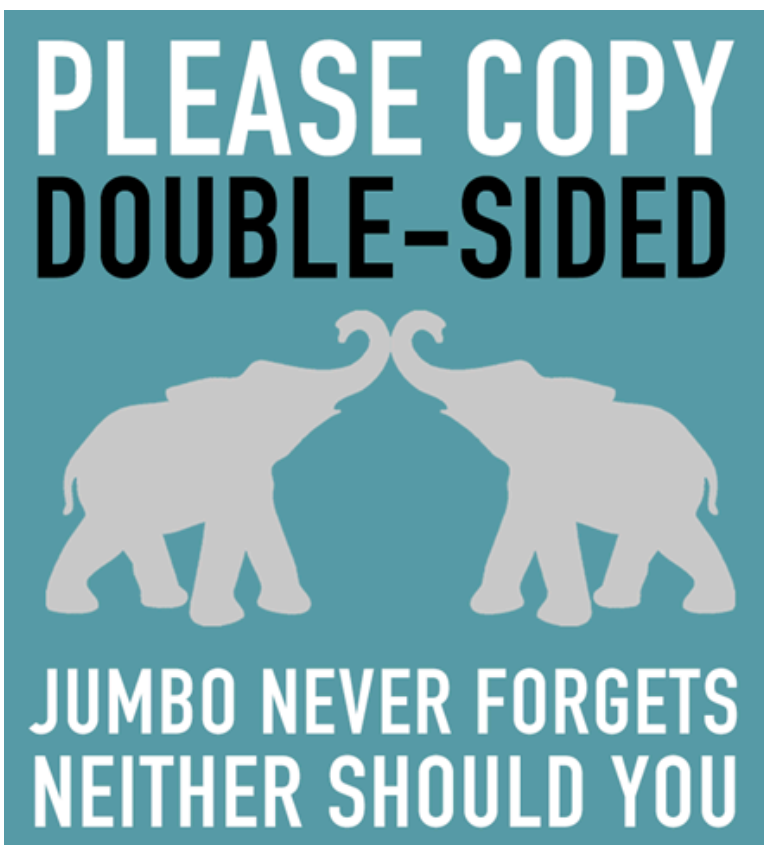
- [2.2 Labels for your compost or recycling bins:](#) Print your own label from Recycling's collection, or request a new label
- [2.4/2.5 Compost wall sign:](#) Hang this sign next to your office compost bin to easily illustrate what can be composted
- [2.6 Battery recycling locations:](#) Find the nearest battery recycling bin to your office [Medford campus only]
- [2.7 How to Stop Unwanted Mail:](#) This easy guide will reduce the amount of unnecessary paper waste sent to your office
- [2.8 Surplus Furniture List:](#) Request furniture through this list maintained by Facilities rather than purchasing new furniture
- [2.8 Tufts Freecycle Exchange:](#) Give away your unneeded office items and furniture or request something your office needs (totally free and pre-used) through this e-list



# 3. Paper, Printing, and Office Supplies

This portion of the Green Office Certification checklist focuses on recycled content paper, re-use of one-sided paper, emphasis on double-sided printing, and electronic alternatives to printed publications.

- [3.3 Recycled notepad instructions:](#) Requisition handy, branded notepads made of your leftover scrap paper
- [3.4 Doubled-sided copying prompt:](#) Hang this prompt next to your printers and copiers to remind office members to copy double-sided (pictured below)



- [3.5 Office printing at Tufts:](#) Use this handy guide to get started scanning your files, printing double-sided, and more
  - [3.5 Make double-sided printing your automatic preference:](#) These instructions will guide you through changing the printing preferences on your PC
  - [3.7 Tufts Marketplace:](#) Order products and pay invoices online, thereby cutting out the paper
  - [3.8 Tufts server/data storage:](#) Tufts IT offers a wide variety of digital storage options, depending on your preference
- [3.9 Use online newsletters:](#) Try an online newsletter service like Mailchimp, Paper Post, or Myemma rather than sending updates or invites through the mail

## 4. Food, Beverages, and Dishware

This portion of the Green Office Certification checklist focuses on reusable dishware, zero-waste office events, organic coffee and foods, and other food-related standards.

- [4.5 Sustainable, Local, Organic:](#) Review our food information overview for tips on choosing your menu
- [4.6 Sustainable Coffee:](#) Purchase shade-grown coffee -- a more environmentally-friendly option for your office
- [4.7 Leave behind bottled water:](#) Learn about on Eco-Ambassadors who have encouraged their offices to ditch bottled water – and how you can do the same





# 5. Transportation

This portion of the Green Office Certification checklist focuses on alternative modes of commuting available to and used by office staff and an emphasis on teleconferencing.

- [5.1 Public transit directions to Tufts' campuses](#): Make sure everyone in your office knows possible alternatives to their existing commute
- [5.2/5.3 Green transportation resources](#): Review our guide to MBTA discounts, mobile apps, and transportation options



- [5.4 Conferencing Tools](#): With Tufts Technology Service's easy guide, determine how you can teleconference or chat online rather than traveling to meet with someone
- [5.5 PlanetTran](#): Book chauffeured rides through this eco-friendly service

- [5.5 Most fuel efficient vehicles](#): When renting, consider this listing of the most fuel-efficient cars and vans
- [5.5 Turo](#): This carsharing company connects people who need a car with vehicle owners whose rides would otherwise sit unused
- [5.5 Enterprise](#): When renting a vehicle through Enterprise, focus on Economy vehicles, which have the best fuel efficiency

# 6. Sustainability Planning and Leadership

This portion of the Green Office Certification checklist focuses on overarching office sustainability goals, emphasis on sustainability in job descriptions, the presence of an Eco-Ambassador or Green Team, and more.

- [6.4 Green your job descriptions](#): Incorporate sustainability into your job descriptions to attract people dedicated to sustainability and to demonstrate your office's dedication
- [6.5 Sample Sustainability Performance Planning Goals](#):  
Review this list of possible goals which your office can set for itself
- [6.6 Eco-Ambassadors](#):  
Encourage members of your office to become Eco-Ambassadors, connecting them (and your office) with sustainability training and resources
- [6.7 Starting and Sustaining a Green Team](#): Start a departmental Green Team to promote collective action





# Additional Green Office Resources

[Office Member Commitments](#): Have everyone who works in your office review the standards set forth in the Green Office Certification checklist and then sign this sheet as a commitment to striving towards achievement of those goals

[Template for email to colleagues](#): Explain to other members of your office what the Green Office Certification program is and what involvement might be required of them

[Campus Sustainability Council Report \(2013\)](#): This report serves as a guideline and impetus for university-wide sustainability efforts. Use the goals therein to frame your office's goals

[Campus Sustainability Progress Report \(2015\)](#): This report address advancements made on various levels since the original goals were set in 2013

Questions?

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