

Tufts Office of Sustainability

Green Office Certification Checklist 1.0

<u>Criteria</u>	<u>Do you fulfill the criteria?</u>
<u>1. Energy & Water Use</u>	
1.1 - Lighting in our office is controlled by occupancy sensors, or we manually turn off all our lights at night and during the day in spaces that are not being used, such as kitchens, conference rooms, storage closets, and bathrooms. (Please note that lighting in stairwells or other spaces that might create a safety hazard should <i>not</i> be shut off during the day.) (1pt)	
1.2 - We have prompts posted on or next to our light switches that remind people to turn off the lights when they exit a room. (1pt)	
1.3 - <i>(If your office has personal desk lamps or floor lamps)</i> We use energy efficient light bulbs (e.g. fluorescent tubes, CFLs, LEDs) instead of incandescent light bulbs. (2pts for >50% of bulbs, 1pt for 10-50% of bulbs)	
1.4 - We have enabled energy saving modes (standby or hibernate) on our computers, and we turn off both computers and monitors at night (NOTE: If you work at the Medical School, only the energy saving mode is applicable). (1pt)	
1.5 - We use power strips as central turn-off points at all of our individual work stations and switch them off each night. (1pt)	
1.6 - Our office equipment is Energy Star certified. (2pts for >50% of office equipment, 1pt for 10-50% of office equipment)	
1.7 - We set our thermostat lower in the winter and higher in the summer to save energy and stay within the guidelines of the Tufts Temperature Policy. We close our windows when heating or cooling systems are in use as well as at night and on the weekends. (2pts)	
1.8 - We conserve water in our office by not running the faucet for extended periods of time (e.g. when washing hands or dishes), and we have prompts posted next to the faucets in our bathroom and kitchen (if we have one) reminding people to turn off the water. We report all water leaks or dripping faucets to Facilities in a timely manner. (2pts)	

2. Waste & Recycling

2.1 - We have recycling bins in all common areas where trash bins are present, such as in kitchens, break rooms, conference rooms, mail rooms, offices, copy rooms, and hallways. (1pt)

2.2 - We have signs posted that explain what can be recycled in each recycling bin. (1pt)

2.3 - We provide recycling bins at events and meetings organized by our office. (2pts)

2.4 - We compost all leftover food in our office (Note: composting is not available on the Boston campus). (2pts)

2.5 - We compost all leftover food at our events (Note: Composting is not available on the Boston campus). (2pts)

2.6 - We dispose of Tufts electronics (e.g. computers, phones) through Facilities and recycle our accessories (e.g. chargers, batteries) in the battery, cell phone, and ink cartridge recycling bins. (2pts)

2.7 - We minimize unwanted mail by removing our address from mailing lists. (2pts)

2.8 - It is our policy to first consider pre-owned furniture and to donate our unneeded items (e.g. through the Surplus Furniture Wish List). (3pts)

3. Paper, Printing & Office Supplies

3.1 - We use 100% recycled content paper for letterhead, envelopes, and legal pads. (2pts for > 50% of products, 1pt for 10-50% of products)

3.2 - We use 100% recycled paper or tree-free paper (e.g. from sugar cane waste) for printing and copying, unless extenuating circumstances force us to use 30% or 50% recycled paper. We never use paper without recycled content. (5pts)

3.3 - We save one-sided paper for printing drafts and scrap paper, and/or we make it into recycled notepads. (2pts)

3.4 - Our copier defaults to double-sided printing, or we have placed a visual prompt on the machine to remind people to set it manually. (1pt)

3.5 - Our office computers are set to default to double-sided printing. (2pts)

3.6 - For all printing completed outside of our office, we ask our external printing contractors to use paper with at least 50% recycled content. (3pts)	
3.7 - We purchase remanufactured toner cartridges and return our old cartridges to our supplier for reuse. (3pts)	
3.8 - We use electronic filing and storage in lieu of paper files. (2pts for >50% of the office, 1 pt for 10-50% of the office)	
3.9 - If we publish a newsletter, we offer an electronic version that readers can select in lieu of the paper newsletter. (1pt)	
3.10 - We share office supplies (e.g. staplers, scissors, tape) instead of each having our own. (2pts)	
3.11 - We have an internal reuse area for supplies such as binders and file folders. (2pts)	

4. Food, Beverages & Dishware

4.1 - We use durable and reusable dishes and utensils in our office. (1pt)	
4.2 - We provide reusable dishes and utensils at events organized by our office. (1pt)	
4.3 - We remind attendees to bring their own reusable mugs and cups to events and meetings at which reusable options will not be provided. (2pts)	
4.4 - We use environmentally preferable dishwashing soap. (1pt)	
4.5 - We provide food that is locally grown and/or organic at events. (3pts for >50% of food, 2pts for 10-50% of food)	
4.6 - We serve organic and/or shade grown coffee in our office and at events. (2pts for >50% of coffee, 1pt for 10-50% of coffee)	
4.7 - We drink tap water or filtered tap water instead of bottled spring water. (2pts)	
4.8 - We provide large, multi-serving beverages (e.g. 2 liter bottles, gallon jugs, pitchers) at events and for daily consumption instead of individual, disposable containers (e.g. water bottles, soda cans). (1pt)	
4.9 - We purchase our coffee, sugar, creamer, salt, pepper and other condiments in multi-serving containers rather than in single-serving packages. (1pt)	

5. Transportation

5.1 - We provide information on ridesharing, public transit, biking, and other alternative commuting options to our staff, and we make sure it is widely distributed and updated when necessary. We also provide information about alternate transportation options to office visitors and people traveling to campus for events. (2pts)

5.2 - Office members walk, bike, carpool, or take public transit to work at least one day per week on average. (5pts for >50% of office members, 3pts for 10-50% of office members)

5.3 - Office members walk, bike, carpool, or take public transit around or between campuses. (3pts)

5.4 - Whenever possible (e.g. for recurring meetings or meetings with colleagues we already know), we replace business travel with video, web or teleconferencing. (3pts)

5.5 - When renting vehicles, we select the most fuel-efficient options available. (1pt)

6. Sustainability Planning & Leadership

6.1 - We track our office's progress toward achieving our sustainability goals. (2pts)

6.2 - We communicate our sustainability successes at least annually (e.g. in office communications or reports). (2pts)

6.3 - We educate our staff members about sustainable actions that relate to their work, and we include office sustainability content in job trainings and new employee orientations. (3pts)

6.4 - We include sustainability practices and responsibilities in employees' job descriptions. (2pts for >50% of job descriptions, 1 pt for 10-50% of job descriptions)

6.5 - Our employees' performance plans include at least 1 sustainability-related goal (Key Performance Area) each. Employees are evaluated on this goal(s) during the performance planning and review process. (3pts for >50% of employees' performance plans, 2pts for 25-50% of employees' performance plans, 1pt for 10-25% of employees' performance plans)

6.6 - At least one member of our office is an active Tufts Eco-Ambassador and is a known resource for sustainability in our office. (3pts)

6.7 - We have an active green team in our office or building that meets on a regular basis. (5pts)