

GW GREEN OFFICE

Certification Checklist



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC

1 point each

- 1. All members of the office know who the Green Leader is and can easily contact him/her with ideas, questions, and comments regarding sustainability initiatives
- 2. A visual prompt is on each printer and copy machine to remind members of the office to print double-sided whenever possible
- 3. Visual prompts are on light switches, (where applicable) to remind people to turn off lights
- 4. Office members have unsubscribed to periodicals that are of no use to their office
- 5. No space heaters are used, and the Green Leader will contact facilities services if temperature needs to be adjusted
- 6. All new staff members are made aware of the sustainability goals of the office
- 7. Staff members know about GW's Flexible Work Arrangements (e.g. discuss the options provided through this program at a staff meeting)
- 8. Information is displayed on a public board about sustainable transportation options, Capital Bikeshare benefits, and the location of the stairs to encourage fitness and sustainability
- 9. Recycling/trash signs are posted next to or on all common area bins
- 10. The office has gone paperless in at least one process (student information packets, meeting agendas, administrative forms, etc.) that was not previously paperless
- 11. The office buys supplies in bulk and consolidates orders so delivery is less frequent
- 12. The Green Leader or office representative attends at least four green leader meetings annually
- 13. The office reuses old letterhead or unused paper for scrap paper
- 14. The office includes the Green Leaf Logo on its website, email signature, Twitter, and/or Facebook page

2 points each

- 1. Energy efficient light bulbs are used in lamps (no incandescent light bulbs are used)
- 2. All trash cans are paired with recycling bins, and all cubicles have immediate or convenient access to a recycling bin (sharing is recommended). Request recycling bins through Fix-it
- 3. The office purchases only paper products with at least 30% recycled content
- 4. The office utilizes the furniture reuse program
- 5. A supply closet is present in the office for sharing office supplies that can be re-used (file folders, binders, pens, paper clips, etc.)
- 6. Double sided printing is set as a default on all office computers
- 7. Green Leader sends an email to staff before holidays and breaks with a reminder to turn off all lights, computers, monitors, and other electronic devices
- 8. Office uses energy saving/sleep modes on all computers
- 9. The office has gone paperless in two processes (student information packets, meeting agendas, administrative forms, syllabi, etc.) that were not previously paperless
- 10. The office maintains plants in common areas to help clean the air
- 11. The Green Leader or office representative attends at least six green leader meetings annually
- 12. The office holds a "Sustainability All Hands" information session, which gives an explanation of sustainability at GW and how these initiatives and individual actions are beneficial on a global scale. The Director of the Office of Sustainability gives the presentation.

3 points each

- 1. There is at least one small collection box for batteries. When box is full, Green Leader will email Andres Harris at harrisandres@gwu.edu, to arrange for pick up
- 2. Ink cartridges are recycled either through entering a fix-it request (when there is a minimum of 10 cartridges to be picked up) or taken to an e-cycling bin location
- 3. There is a collection system for plastic bags. When full, Green Leader takes bags to Whole Foods market (which has a plastic bag collection)
- 4. The office utilizes sustainable catering practices (Green Event Guide)
- 5. Office uses Google Drive (available through GWmail) or another method to collaborate on documents and to avoid unnecessary printing.
- 6. All lights, computers and monitors are turned off at night or when not in use.
- 7. In the kitchen or break room there are reusable mugs, dishware, and silverware for staff and visitor use.
- 8. The office purchases only paper products with 50% recycled content
- 9. The office has gone paperless in three (student information packets, meeting agendas, administrative forms, syllabi etc.) that were not previously paperless
- 10. The Green Leader or office representative attends at least eight green leader meetings annually

4 points each

- 1. The office no longer supplies bottled water for staff meetings or events. They have installed an in-line water filtration system (if applicable), or switched to using tap water (Need to know beforehand if this is possible or already being done)
- 2. Green Leader checks in with staff to discuss recycling/sustainability at regular staff meetings (i.e. assesses levels of awareness and explains why and how sustainable behavior is impactful.)
- 3. Some members of the office telecommute or use a Flexible Work Schedule for work at least one day a week.
- 4. The majority of staff uses the Metro, Capital Bikeshare, personal bikes, or carpools to work.
- 5. Office purchases only paper products with 100% recycled content.
- 6. Smart power strips are used in work stations and primary device is turned off at night.
- 7. Office has consolidated its use of printers to eliminate desktop printers and other electronic devices where appropriate. No personal printers are used.
- 8. A member of the office inspires another office to become certified.
- 9. The office has small composting bin in the kitchen/break room area for food scraps. (Sign-up for GroW Garden Compost training to receive access code for disposing of scraps at the GroW Garden for composting: gwgardenmanager@gmail.com)
- 10. The office offers a NEW sustainability-related course (please contact Michael Svoboda at msvoboda@gwu.edu for more information).
- 11. The office offers a NEW service-learning course (please contact Maurice Smith at smithml@gwu.edu).
- 12. The office has gone paperless in at least four (student information packets, meeting agendas, administrative forms, syllabi etc.) that were not previously paperless

Innovation Points (1-4 points)

- Can be added on if the office is doing anything else that makes the workplace more sustainable, or have an idea of something they would like to add to the list.

Certification Level				
Points	30	50	70	90