Green Seal Green Office Partnership Checklist v3.0

Please complete the following checklist by marking each item with either Y for yes or N for no. Items marked with an asterisk* are required items.

Company-
Representative-
Audit Date-
Facetime/Skype-
Number of Employees-

Waste Reduction and Recycling

_____ *Is recycling currently offered in your building? If yes, are the following items available for recycling?

_____ Printer/Copier Paper
_____ Other assorted paper products (newspaper, cardboard, magazines, etc.)
_____ Plastics What types? (e.g., PETE #1 and HDPE #2. See page 3 for more information)

___________________________

_____ Aluminum

_____ Glass

_____ *Is there currently a paper recycling bin/box in every office?

_____ *Is there currently a paper recycling bin/box near communal printer/copy machines and fax machines?

_____ *Is there currently a well-marked recycling bin for plastic, aluminum, and glass?

_____ *Is there currently a recycling bin for plastics, aluminum, and glass in kitchen/pantry areas?

_____ *Are recycle and trash bins well labeled?

_____ Are recycle and trash bins color coded?

_____ *Is double-sided printing currently the default setting on all printers and copy machines?

_____ Is e-waste currently recycled? (e.g. CDs, DVDs, batteries, flash-drives, etc.)

_____ Is composting available?

_____ Do employee email signatures encourage people to consider the environment before printing the email?
Staff Education

_____ *Has a “green leader” been appointed on staff?

_____ *Are new employees trained in proper office green practices and procedures?

_____ Are green procedures included in the employee resource guide?

Office Supplies

Are the following paper-based products that are purchased, made with recycled content?

______ *Printer/Copier Paper (at least 30% or certified by Green Seal or FSC)

______ Note pads

______ Folders

______ Envelopes

______ Business cards

_____ Pens allow for refillable ink cartridges

_____ Are the ink and toner currently purchased in remanufactured cartridges?

Kitchen/Pantry Supplies

Where the office has a kitchen area easily accessible to staff; are reusable options of the following available or are employees encouraged to use their own:

_____ *Water glasses

_____ *Coffee mugs

_____ Silverware

_____ Plates

_____ Are dish and/or hand soaps environmentally preferable? (e.g. biodegradable, non-toxic, dye and fragrance free) Look for certifications by Green Seal or other independent, third-party organizations.

_____ Are napkins, tissue, and paper towels purchased made with recycled content?

_____ Are refillable or bulk supplies available (e.g. creamer, sugar, etc)?

_____ Is a water filter available?

Are there catering options available that are:

_____ Vegetarian

_____ Organic and/or Local

Transportation

_____ Do you offer pre-tax withdrawal for public transit?

_____ Are bike racks available on premise?

_____ Is there a carpool program?
Is there a policy to offer telework options?

Are video or conference call structures in place? (e.g. webcams, skype account)

Is there a sustainable travel policy? (e.g. rental cars, flights, hotels)

**IT Equipment and Management**

Please contact your IT administrator/provider to determine if the following are currently in use or are available.

*When purchasing new IT equipment, are items specified as EPEAT registered, or at minimum Energy Star rated?

Are the following set to sleep or turn off when not in use?

- Computers
- *Computer displays
- *Copiers
- *Printers

Are computers allowed to be turned off over night?

Are old computers and IT equipment recycled or donated?

Is there currently a disposal bin for e-waste? (e.g.CDs, DVDs, batteries, flash-drives, etc.)

**Office Operations**

Is lighting in conference rooms and offices on motion sensors?

Are there operable thermostats in the office and is the temperature turned down/up (based on season) when the office is not in operation?

*Have you discussed green practices with the building management?

Is there signage with reminders to recycle, turn off lights, etc? (where appropriate)

Do you have a plan to inform clients of green efforts? (i.e. in reception area, on website, etc)

*Required Actions  Optional Actions  Total

18  37  55

Issued August 1, 2014 -- Revised January 31, 2018
Green Seal certifies products in the following categories that may be applicable to this program: Sanitary Paper, Printing & Writing Paper, Coated Printing Paper, Cleaning Products and Hand Cleaners. For more information please search the database by product category, standard, or manufacturer at [http://www.greenseal.org/FindGreenSealProductsAndServices.aspx](http://www.greenseal.org/FindGreenSealProductsAndServices.aspx)

<table>
<thead>
<tr>
<th>Resin Code Symbol</th>
<th>Types of products made from this material</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETE</td>
<td>Soda and water bottles, medicine containers</td>
</tr>
<tr>
<td>HDPE</td>
<td>Milk and water bottles, laundry detergent bottles, toys</td>
</tr>
<tr>
<td>V</td>
<td>Pipe, meat wrap, cooking oil bottles</td>
</tr>
<tr>
<td>LDPE</td>
<td>Wrapping films, grocery bags</td>
</tr>
<tr>
<td>INF</td>
<td>Syrup bottles, yogurt tubs, diapers</td>
</tr>
<tr>
<td>PS</td>
<td>Coffee cups, clamshell food packaging</td>
</tr>
<tr>
<td>OTHER</td>
<td>PLA, mixed source</td>
</tr>
</tbody>
</table>