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)

____ Notepads

____ 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

____ Silverware

____ *Coffee mugs

____ Plates

____ Are dish and/or hand soaps environmentally preferable? (e.g. biodegradeable, 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)


<table>
<thead>
<tr>
<th>*Required Actions</th>
<th>Optional Actions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>___/18</td>
<td>_____/37</td>
<td>_____/55</td>
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*Issued August 1, 2014 -- Revised January 21, 2020*
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 https://greenseal.org/certified-products-services