

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. 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

_____ ***Copiers**

_____ ***Computer displays**

_____ ***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

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

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>