Green Seal Green Office Partnership

Whether you own your office space or lease it, there are basic operational and purchasing decisions that you can make to significantly reduce the footprint of your office and yield tangible benefits for your staff and your business.

The Green Seal® Green Office Partnership Program is designed to guide offices in the straightforward steps to improve their sustainability.

The Partnership focuses only on those areas within the direct control of office managers, including:

- Waste reduction and recycling, including specific items recycled in the office
- Office supplies, such as copier paper and toner cartridges
- Kitchen and pantry supplies, such as dish and hand soaps and paper towels
- IT equipment and management, such as sleep settings and e-waste recycling
- Operational systems, occupancy sensors, and adjustable thermostats
- Training and education for staff
- Transportation

The program does not cover areas which are typically controlled by facility managers (e.g., HVAC equipment, lighting fixtures, windows, landscaping, common areas, construction materials).

The Perks of Partnership

The Green Office Partnership is a key differentiator -- it demonstrates your commitment to environmental stewardship in a way that is transparent and verifiable.

CSR: On corporate social responsibility reports, the Partnership can be listed as third-party validation of sustainability initiatives.

Client Relations: More than ever before, well-established environmentally-conscious policies are becoming “must have” instead of “nice to have” when courting and retaining customers, and can be a difference-maker in winning or losing an account.

Staff Recruitment and Retention: Top candidates in the job market are favoring organizations that prioritize social and environmental responsibility. Becoming a Partner not only highlights your commitment, but engages your staff with a user-friendly checklist and virtual audit.

Marketing/PR: Partners have access to exclusive logos and decals, and can promote their status in press releases, blog posts, social media, email blasts, and more. The better you communicate your sustainability achievements, the more benefits you will see.

Efficiency & Waste: Making office operations more efficient – such as double-sided copying, recycling, reusable kitchenware, and sleep mode on electronics – can save you money and reduce waste.
Becoming a Green Office Partner

After completing a one-page application and submitting a fee (based on the number of employees in your office), you will assign a “green leader” on your staff to coordinate the completion of a (1) checklist and (2) virtual audit.

✓ **Checklist**
Review our user-friendly checklist to ensure that all mandatory items are completed. There are optional items listed as well, which serve as recommendations for future improvements.

✓ **Virtual Walkthrough**
Once the checklist is completed, a site assessment is conducted by Green Seal staff, either virtually or in-person, depending on your location. After the completion of the assessment and any necessary upgrades to meet the mandatory criteria, the office is awarded Green Seal Green Office Partner status!

Guidance & Continuous Improvement

New Partners receive access to logos and window decals, as well as assistance with marketing efforts like social media and press releases. Green Seal staff can also provide education and guidance for your employees to facilitate future improvements and to help you promote your status as a Partner.

One requirement of the Partnership is continuing improvement in office performance. Offices must show that they have advanced in their sustainability goals in order to remain a Partner. (Renewals occur every **two years**.)

Through this program, organizations can improve the sustainability of their office operations, demonstrate their commitment to environmental stewardship, engage and attract employees, and become a force for positive change in helping to green the economy.

The Partnership encourages sustainable practices beyond what is currently required by law or regulation. The assessment is not intended as a legal compliance tool, and Green Seal staff will not provide such counsel.

For additional information and to participate in the program, visit greenseal.org/GreenOfficePartnership, contact us at greenseal@greenseal.org, or call 202-872-6400.

About Green Seal

Green Seal has worked in the area of environmentally responsible office practices, including recycling and green purchasing, for over twenty-eight years. Green Seal authored of the Office Green Buying Guide and the subsequent Choose Green Reports issued in the late 1990s and early 2000s. Green Seal developed the Green Building Operations & Maintenance Manual: A Guide for Public Housing Authorities in partnership with Siemens Industry, Inc. Green Seal’s flagship program develops leadership environmental standards for products and services and certifies those that can meet the standards. Since its inception, Green Seal has certified over 4,000 products and services, many relevant to building and office operations. For more information about Green Seal, visit our website at GreenSeal.org.