Green Office Checklist

Complete this checklist and return it to sustainNU at sustainability@northwestern.edu. The goal is to complete as many of the items on this list as possible. The Green Office Guide provides additional information to help you complete these actions.

Getting Started
1. We have completed the assessment of our space and equipment.
2. We have submitted a list of the faculty and staff in our office to sustainNU.
3. We have achieved at least 75 percent participation in a Green Office presentation.
4. We have an active Green Office Team.

Communication and Engagement
5. We include Green Office information and updates in staff meetings and new employee orientation.
6. We place Green Office signage and reminders in key locations in our office.
7. We participate in sustainability events such as the Bike to Work Challenge and Earth Month events.

Energy and Water
Computers and Electronics
8. We use energy efficient settings for computers, printers, copiers and other devices.
9. We use smart power strips to power down devices that are not in use, reducing standby power usage.
10. We purchase computers and electronics that are ENERGY STAR® or EPEAT® certified.

Climate Control
11. We have eliminated space heaters and report temperature issues to Facilities.
12. We keep windows and doors closed when heating or air conditioning is running.

Lighting
13. We use task lighting with LED or CFL bulbs.
14. We take responsibility for turning off lights and place reminder stickers on switches where needed.

Kitchen Equipment
15. We use a central, energy efficient refrigerator rather than individual mini-fridges.
16. We use power strips or timers to turn off kitchen equipment.

Water Use
17. We use water efficiently and report leaks to Facilities.

Waste and Recycling
Paper and Office Supplies
18. We save paper by distributing materials electronically and using double-sided printing.
19. We reuse scrap paper and office supplies.

Food and Drink
20. We provide reusable kitchenware in order to reduce the need for disposable items.
21. We do not provide bottled water and encourage the use of water coolers, pitchers, and reusable cups and bottles instead.

Recycling
22. We encourage recycling by ensuring proper placement and labeling of bins.
23. We recycle e-waste through sustainNU.

Purchasing
24. We purchase environmentally friendly products such as recycled content paper.
25. We minimize the purchase of disposable products such pod-style coffee maker “K-cups,” paper cups and plates, and plastic utensils.
26. We purchase products with minimal packaging and buy in bulk when appropriate.
27. We explore options for reuse and check surplus resources before purchasing new products.

Meetings and Travel
28. When hosting events we ask Northwestern Catering or other partners for sustainable options that minimize waste.
29. We encourage the use of public transportation and distribute information about transit benefits.
30. We encourage walking and cycling, including participation in the Bike Commuter Challenge.

Innovations and Extras
Please include a brief description of any additional sustainability measures your office has implemented.