

Green Office Assessment

Complete this assessment to take an inventory of existing equipment and identify areas where you could save energy and resources. Send your completed inventory to sustainNU@northwestern.edu.

1. Your Office

Date of assessment:	
Your name:	
Your title:	
Your email address:	
Department or office:	
Office building name:	
Street address:	
City:	Suite or office:
Number of people in your office, including faculty, staff, temps, interns, and student workers	
Full time:	Part time (20 hours per week or fewer):

2. Electronics and Energy Use

Number of workstations with desktop computers:	
Number of workstations with laptop computers and docking stations and/or other peripherals:	
Number of monitors:	
Number of copy machines or multipurpose printers:	
Number of personal/desk printers:	
Number of fax machines:	
Number of desk lamps or task lights:	
Number of space heaters:	
Number of window air conditioners:	

3. Bicycle Parking

Does your office have sufficient access to nearby indoor bike parking? (Check one.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your office have sufficient access to nearby outdoor bike parking? (Check one.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Recycling and Waste

Do all work stations have easy access to recycling bins? (Check one.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of work station recycling bins needed:	
Type of recycling bin needed (refer to bit.ly/NUbinoptions):	
Are recycling bins available in common areas such as kitchens and conference rooms? (Check one.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of common area recycling bins needed:	
Type of recycling bin needed (refer to bit.ly/NUbinoptions):	

5. Food and Drink

Number of water coolers:	
Number of water fountains with bottle filling:	
Number of water fountains without bottle filling:	
Does your office have a kitchen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you share a kitchen with other offices, which offices?	
Do you have reusable water glasses and coffee cups available?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have reusable plates and flatware in your kitchen?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of coffee makers (industrial and single pot)	
in the kitchen:	in other locations:
Number of K cup or pod coffee makers	
in the kitchen:	in other locations:
Number of shared, full-sized refrigerators	
in the kitchen:	in other locations:
Number of mini-fridges	
in the kitchen:	in other locations:

6. Other

Please describe any other aspects of your office that could impact your efforts to implement Green Office practices.
--