OFFICE GREENING

In order to become a Carbon Diet Certified Office, participants must earn a minimum of 25 points with some points coming from at least 4 out of 5 categories. The office with the most points will be declared the winner. There is a maximum of 50 points possible.

Energy and Atmosphere
- [ ] Use natural lighting (1 pt)
- [ ] Lights off when no one is using the office (1 pt)
- [ ] Lights off in non-regularly occupied areas like restrooms, copy rooms, stores (1 pt)
- [ ] Use EPA Energy Star office equipment and ensure the energy saver option is enabled. A list of certified products can be found at www.energystar.gov/products (1 pt)
- [ ] Turn off office machines, especially computers, when no one is using them, especially when the office closes at night. If computers have to be left on, turn off the monitor (1 pt)
- [ ] Replace incandescent bulbs with compact fluorescent bulbs (2 pts)
- [ ] Request light fixtures cleaned at least twice a year (1 pt)

Materials and Resources
- [ ] Use paper with 30% post consumer content recycled material (1 pt)
- [ ] Use paper with greater than 30% post consumer content recycled material (1 pt)
- [ ] Use electronic mails or bulletin boards to communicate to reduce paper use. (1 pt)
- [ ] Use paper that is process chlorine free (PCF) (1 pt)
- [ ] Reuse single-sided paper for notes and scrap paper (1 pt)
- [ ] Provide facilities for recycling paper goods (2 pts)
- [ ] Provide facilities for recycling aluminum cans and/or plastic bottles (2 pts)
- [ ] Provide facilities for recycling any of the following: transparencies, electric goods, cartridges, batteries (1 pt)
- [ ] Encourage use of reusable cups and tableware rather than disposal goods (1 pt)
- [ ] Purchase coffee, tea, or other goods in bulk and share with other offices in the area (1 pt)
- [ ] Purchase recycled content products for office supplies, such as paperclips, binders, pencils, filing material (1 pt)
- [ ] Use water efficiently to reduce burden on municipal supply (1 pt)
- [ ] Provide space for recyclable collection and storage that is appropriately sized and located in convenient area. (1 pt)
- [ ] Use salvaged or reused materials for seating, filing systems, decorative items, and accessories. (1 pt)
- [ ] Use system furniture and office seating that is Green Guard ^{tm} certified. (1 pt)

Indoor Environmental Quality
- [ ] Place plants in office open space and windows (1 pt)
- [ ] Request non-toxic, environmentally-friendly cleaning supplies from custodial staff/ and physical plant if UF (1 pt)
- [ ] Use portable or ceiling fans to improve air circulation (1 pt)
- [ ] Order office furniture that specifies low volatile organic compounds or use of natural materials (1 pt)
- [ ] Open window blinds or shades to allow for natural lighting (1 pt)
- [ ] Occupants not to smoke inside the office or designate a smoking room with isolated ventilation or more windows that are operable. (1 pt)

Environmentally Preferable Transportation
- [ ] 50% or more of all office employees carpool to work (2 pts)
- [ ] 50% or more of all office employees use alternative transportation (walk, bike, RTS) to get to work (2 pts)
- [ ] Schedule and participate in telephone or video conferences at least twice a year instead of traveling off-site (2 pts)

Sustainable Attitudes

☐ Join EPA's WASTEWISE program, found on the Internet at www.epa.gov/wastewise (4 pts)

☐ Add a "printed on recycled paper" line in the footer of all office documents (1 pt)

☐ Organize or participate in an office-wide community service activity (2 pts)

☐ Participate and publicize an office-wide environmental project. For example, make a goal to recycle a certain amount of aluminum cans or conserve a certain amount of energy each month. (1 pt)

☐ Instruct or guide new staff about Office greening. (1 pt)

☐ Donate unwanted supplies to non-profit organizations. (1 pt)

☐ Include environmental articles in monthly newsletters (1 pt)

☐ Level of staff awareness about Carbon Diet/ green practices (2 pts)

Office Composition

Participating Office _____

Date of evaluation_____

Total Office strength _____

Evaluators_____

_____

_____