



Sustainable Stow Green Office Checklist



The Sustainable Stow Green Office Checklist was designed by Clark University students (adapted from the Office of Sustainability at Harvard) who worked with the Fire and Police Departments in Spring 2010 creating sustainability plans for their offices. This check list was created based on research and knowledge of the Clark team and feedback from both the Police and Fire department regarding sustainable behaviors and general infrastructure and used as a tool to indicate which sustainability projects would be most useful for the departments to take part in.

This checklist can be utilized as a way to indicate what sustainability initiatives your office can take based on the current initiatives already in place. So, look through the check list and identify what steps your office can take. Use the rating system described at the base of the checklist, as a mechanism for setting goals for your self and your office to advance to the next level in sustainability practices!



Sustainable Stow Green Office Checklist



*For more information regarding each bullet point,
please see the product and information page!*

Office space

Windows:

- (2 points) Windows are shut when air conditioning or heat is on
- (2 points) Curtains are shut and blinds are lowered to conserve the energy (heat or cold air) in building
- (10 points) All windows installed in building are energy efficient (double walled, replaced when leaky)

Thermostat:

- (5 points) If without programmable thermostat, office temperature is turned down during off use

-OR-

- (5 points) Use timer feature on thermostat to reduce energy consumption during hours of infrequent use

Energy:

- (2 points) Power strips and surge protectors with on/off switches are used throughout office
- (2 points) Power strips are turned off at night or during times of long-term non-use
- (2 points) Appliances are unplugged when not in use (microwaves, coffeepots, chargers, etc)
- (2 points) Soda Vending machine is “dep-lamped”
- (10 points) An energy audit has been completed by the Stow Energy Working Group
- (10 points) All appliances are Energy Star qualified (kitchen, laundry, faucets, etc)

Lights:

- (2 points) Turn lights off when leaving room for more than 10 minutes
- (2 points) Prompts are above all light switches to turn off lights
- (5 points) CFLs are used in all light sources and rotated regularly
- (5 points) Motion sensor/occupancy sensor lights are installed at appropriate locations

Computers:

- (2 points) Power management options are on to reduce energy consumption on all computers
- (2 points) Monitor settings are set at lower light settings while in use to reduce energy consumption

Printing:

- (2 points) Proper recycling containers are located near printing stations
- (2 points) Ink cartridges are returned to distributor for proper recycling
- (2 points) Power saver modes are enacted and unused printer/copier/fax machines are unplugged
- (5 points) Printers and copiers are set to print double sided as default
- (5 points) Office has policies limiting paper consumption
- (5 points) Purchase copy paper that is at least 30% recycled material
- (10 points) Purchase copy paper that is at 100% recycled material, 30% Post-Consumer
- (10 points) For outside printing jobs, companies with 30% recycled material copy options are chosen
- (15 points) All files and records are electronic
- (15 points) Office is “paperless”

Recycling:

- (2 points) Recycling containers (can and paper) are located next to every rubbish container
- (2 points) Recycling signs are posted above each recycling bin in an easy to read location
- (2 points) Recycling is picked up or delivered on a regular basis
- (2 points) Refundable cans and bottles are collected for redemption
- (10 points) Recycling containers outnumber rubbish containers

Kitchen

Paper Products:

- (5 points) All use 30% or higher recycled material content and unbleached
- (5 points) All products are bought in bulk
- (10 points) All use 100% recycled material content and unbleached, 30% Post-Consumer
- (15 points) Office only uses cloth towels and napkins

Dish and Hand Soap:

- (5 points) Biodegradable, non-toxic, petroleum-free soap is used
- (5 points) All products are bought in bulk

Water:

- (2 points) Hot water feature on water cooler is turned off when not in use
- (5 points) Tap water is used for all tea, coffee, grey water and cooking needs
- (10 points) Tap water is used for all consumption
- (bonus section) Filtration system is installed, if necessary

Events, Meetings, Trainings

- (2 points) Recycling bins for plastics, cans, and paper is available in multiple sites
- (2 points) Brochures and publicity is provided about energy efficiency practices in the office, community, and world
- (5 points) Trainings are conducted that educate the office regarding energy saving behaviors
- (5 points) All disposable products are made from natural materials and are able to be composted
- All snacks available for office employees are produced within:
 - (2 points) The United States
 - (5 points) New England
 - (10 points) Massachusetts

Scoring System:

2- 25 points – One leaf

Your office is on its way to becoming ‘greener’. Keep up the good work!

26- 75 points - Two leaves

Your office is showing promising commitment to becoming more sustainable. Again, keep up the good work!

76- 125 points – Three Leaves

Your office has demonstrated above average commitment to becoming sustainable! Your extra efforts will be highlighted.

126-160 points – Four Leaves

Your office can truly call itself a ‘green office’. Your commitment to sustainability is outstanding and will be recognized as such.

*Adapted from Harvard University’s Green Office Certification Program

<http://green.harvard.edu/green-office>