



The Green Office Certification program seeks to align campus operations with sustainable practices while providing meaningful learning opportunities for faculty, staff, and students. The Certification will act as a framework for implementing sustainable practices in FSU's workplace environments, by sparking action within energy conservation, waste reduction, recycling, transportation, and purchasing.

To participate, interested offices designate a Green Team Liaison who will maintain regular communication with the Green Office Certification Coordinator. The Liaison then fills out the Qualtrics survey, answering questions which reflect the office's current practices, as well as indicates intended future practices, developing a customized timeline and action plan in collaboration with the Certification Coordinator. Upon completion of the Green Office survey, based on current practices, your office can receive one of three designations through our 65-point system:

Green: 20-29 points

Garnet: 30- 49 points

Gold: 50 – 65 points

Participants can propose and adopt relevant practices not included in the checklist, known as innovation points, which count towards total points. By completing items provided on the certification checklist and becoming certified, FSU offices can join the 25 offices who currently contribute to the mission of the Sustainable Campus program by promoting resource conservation and cost savings at FSU! Your Green Office certification is good for two years!

With your support, FSU workplaces can reduce resource use, produce less waste, and enjoy cost savings through actionable sustainability measures!



Green Office Questionnaire:

Energy Conservation (8 possible)

1. We turn off lights when not in use (1)
2. We use CFL bulbs in personal lamps (1)
3. We close blinds/shades according to appropriate season (e.g. close blinds to keep heat out during summer, etc.) or use natural light in lieu of overhead lights (2)
4. We turn off electronic equipment when not in use and at the end of the day (example: computers, monitors, speakers, printers, etc.) (1)
5. We work with a technology manager and purchasing officer to update existing equipment with energy efficient models (1)
6. We eliminate electronic equipment that is not used regularly (1)
7. We eliminate use of personal heaters in the workplace (1)

Waste Reduction (11 possible)

1. We use electronic files whenever possible and share/edit files electronically (1)
2. We eliminate personal desktop printers (2)
3. We set print settings to double sided (2)
4. We share supplies by creating a central supply location (1)
5. We distribute memos, messages, and publications electronically or in a central location (1)
6. We contact news media/distributors to receive fewer physical publications (1)
7. If we publish a newsletter, we offer it in an electronic format that readers can opt into instead of a paper version (1)
8. We provide and use whiteboards and projectors in meetings rather than print meeting information and/or agendas (2)



IT (2 possible)

1. We adjust electronic equipment settings to stand-by or hibernate after 10 minutes (e.g. computers, copiers, printers, etc.) (2)
 - a. If changes to settings require administrative access, contact your IT Department

Reuse (11 possible)

1. We re-use boxes, envelopes, and other office supplies (2)
2. We communicate with facilities managers to reuse furniture when possible (1)
3. We contact FSU Surplus when disposing of office furniture and electronics by calling 644-9757 (2)
4. We print on the back side of used paper (2)
5. We dedicate a box to collect scrap paper in the printer or copy room. Encourage staff to use/write on this as scrap paper (1)
6. We utilize reusable water bottles (1)
7. We participate in the "Take Back the Tap" campaign, a bottled water free commitment, to eliminate single-use water bottles: <http://www.foodandwaterwatch.org/water/take-back-the-tap/> (2)

Transportation (7 possible)

1. We walk, bike, or take the bus to meetings when possible (2)
2. Bike parking is available near the office (1)
3. We eat meals on campus to prevent driving off campus for lunch (1)
4. We hold meetings in a central location for participants (1)
5. We provide and utilize the resources for conference calls, rather than traveling to off campus meetings (2)



Recycling (9 possible)

Prerequisite – Offices must select one of the following two to implement:

1. Establish an office recycling station (keep personal trash cans) (2) OR
 2. Eliminate all personal trash cans (centralized trash and recycling station only) (4)
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1. We post fliers with recycling information (1)
2. We label all recycling and landfill bins clearly (2)
3. We recycle all ink and toner cartridges and create a recycling bin for small electronic waste (e.g. batteries, ink cartridges, etc.) (1)
4. We discuss recycling strategies at staff meetings to become a more sustainable office(1)

Purchasing (8 possible)

1. We purchase Energy Star Certified appliances (2)
2. We purchase at least 30% recycled content paper and office supplies (1)
3. We incorporate sustainability-related language or themes into contracts, if your office writes grants or proposals or responds to Request for Papers (2)
4. We combine purchasing orders in bulk to minimize waste from packaging (1)
5. When purchasing copiers/printers, we ensure that the machine has double-sided printing capabilities (2)

Pick 2 for 2 points each!

1. Use smart power strips as a central turn-off point; turn them off at the end of the day
2. Implement a printing limit
3. Add a “Think before you print” or “Paper comes from trees” message to your e-mail signature



4. Sign yourself or an office buddy up for North Florida of Commuter Services [“Guaranteed Ride Home Program”](#)
5. Supply your common kitchen areas with environmentally friendly cleaning supplies (i.e. hand or dish soap)
6. At least 50% of our office is aware of the sustainability goals set forth in the 2017-2020 FSU Strategic Plan
7. Our new employee orientation includes information of the University’s recycling programs, as well as the office’s sustainability practices
8. We participate in Meatless Monday’s, or one day a week our office eats only vegetarian meals

Innovation Points

Any additional innovative action not listed on the checklist that your office plans to implement.
(1 point each, 5 points maximum)