



## FSU Sustainable Campus Green Office Certification Program

### What is the Green Office Program?

The **Green Office Program** is a certification process that helps Florida State University employees identify ways to make their workplace more sustainable and recognizes offices for their sustainability achievements!

FSU's commitment to campus sustainability is outlined in The Future is Florida State: Strategic Plan 2017-2022. In accordance with Goal VI, Excellence and Education, Florida State will incorporate sustainable living practices into all FSU activities. The University will incorporate practices that reduce its overall footprint and build a University-wide culture of environmental care in the following sectors:

1. **Climate Action:** Reduce greenhouse gas footprint through energy conservation and efficiency.
2. **Waste Minimization:** Maximize 3Rs principles.
3. **Resource Stewardship:** Expand commitment to best practices that prioritize the protection of the North Florida ecosystem.
4. **Education for Sustainability:** Ensure all students have access to sustainability-related learning experiences.

With your support, FSU workplaces can reduce resource use, produce less waste, and enjoy cost savings through actionable sustainability measures! In collaboration with Sustainable Campus, offices across the University are encouraged to evaluate their current practices and develop a Green Office certification timeline and action plan.

### What are the benefits of becoming Green Office Certified?

- **Strategic Plan contribution** – Your office will help FSU reach its sustainability goals!
- **Publicity and recognition** – Your Green Office designation will be highlighted on the Sustainable Campus website, social media, and other related publications!
- **Green Office decal** – Your office will receive a Green Office sticker, which can be posted in your workplace for all FSU students, employees, and visitors to see!



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### How can my office become Green Office Certified?

Getting your office certified is easy – just follow these steps:

- Step 1:**        **Identify your office's Green Office Liaison.** This person will represent your office and collaborate with the Green Office Coordinator.
  
- Step 2:**        **Build a Green Team.** In addition to the Green Office Liaison, identify other members of office who are committed to making sustainable changes in the workplace.
  
- Step 3:**        **Self-evaluate your office's current practices** using the Green Office Check List.
  
- Step 4:**        **Contact the Green Office Coordinator** at [sustainablecampus@fsu.edu](mailto:sustainablecampus@fsu.edu) to set up an in-person consultation. During the meeting, the Coordinator will tour your office facilities, discuss the results of your self-evaluation, and help you identify new ways to incorporate sustainability practices into your workplace.
  
- Step 5:**        **Complete the Green Office Form** online to finalize the documentation process and become Green Office Certified!

After your documentation is completed, you will receive one of three designations: **Green**, **Garnet**, or **Gold!** Green Office certification lasts for two years!



**Green:** 25-49 points



**Garnet:** 50-74 points



**Gold:** 75-100 points

### How does the point system work?

The Green Office Check List is a collection of initiatives that make up a more sustainable workplace. Each initiative has a different point value based on the level of behavior change required.



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- **1 point:** Initiative promotes education or shares information OR encourages but does not require behavior change.
- **2 points:** Initiative requires behavior change through measurable actions.
- **3+ points:** Initiative requires a culture change of the office system.

During Step 3 of the certification process, Green Office Liaisons should use the Check List to self-evaluate current office practices. For each initiative, Liaisons should identify whether the office is practicing, pursuing, or not pursuing the Check List item based on the guidelines below:

Level	Description
Practicing	An action that your office already practices.
Pursuing	An action that your office does partially or plans to implement further in the future.
Not Pursuing	An action that your office does not plan to implement or cannot implement due to any number of constraints.

### ***Innovation Points***

Offices can be recognized for relevant practices that are not included in the checklist through the innovation points system. For any additional innovative action related to sustainability that's not currently listed on the checklist, your office will receive 3 points (15 points maximum).

Examples of innovation points include:

- The office rents a bed in the [Seminole Organic Garden](#).
- [The Green Fund](#) and related opportunities are utilized by the workplace for sustainability-related collaboration with students and other academic departments.

### **Who should I contact if I have a question about the Green Office Program?**

For any questions or concerns, contact the Green Office Coordinator at [sustainablecampus@fsu.edu](mailto:sustainablecampus@fsu.edu)!



## FSU Sustainable Campus Green Office Checklist

#	Initiative	Points Possible	Practicing/ Pursuing/ Not Pursuing
<b>GOAL 1: CLIMATE ACTION</b>			
<b>Transportation</b>			
1.1	Employees are encouraged to sign up for <a href="#">the North Florida of Commuter Services Guaranteed Ride Home Program</a> .	1	
1.2	Meetings are held in a central location for participants.	2	
1.3	Resources for <a href="#">conference calls</a> and <a href="#">web conferencing</a> are utilized as an alternative to traveling off campus for meetings.	2	
1.4	Employees walk, bike, or take the bus when possible.	3	
1.5	Employees have completed the <a href="#">Cycling Savvy</a> course.	3	
<b>Energy Use</b>			
1.6	Employees are encouraged to utilize window blinds/shades to control the temperature when indoor air is being heated and cooled.	1	
1.7	Lights are turned off when not in use. Task lighting and natural lighting are used when possible.	2	
1.8	Electronic equipment is unplugged when not in use. Smart power strips are utilized that automatically cut electricity to idled devices and turned off at the end of the day.	2	
1.9	Personal space heaters are <i>not</i> utilized in the office.	2	
1.10	Screen savers are replaced with power settings that turn monitors to sleep mode. Hard drives, printers, copiers and scanners are set to enter sleep mode.	2	
<b>GOAL 1 TOTAL</b>		<b>20</b>	
<b>GOAL 2: WASTE MINIMIZATION</b>			
<b>Reduce</b>			
2.1	News media/distributors are contacted so the office receives fewer physical publications.	1	
2.2	Employees include a “Think before you print” or “Paper comes from trees” message in their e-mail signatures.	1	



#	Initiative	Points Possible	Practicing/ Pursuing/ Not Pursuing
2.3	The default print setting in the office is double sided and monochrome.	2	
2.4	The office maintains a printing limit.	2	
2.5	Electronic files are used over physical documents when possible. Memos, messages, and publications are distributed electronically or in a central location.	2	
2.6	Equipment in the office is shared between co-workers, such as printers, copiers, scanners, coffee pots, refrigerators, and other supplies.	2	
2.7	Employees utilize <a href="#">DocuSign</a> to provide signatures for contracts, agreements, and other relevant documents.	2	
<b>Reuse</b>			
2.8	<a href="#">FSU Surplus</a> is utilized when searching for furniture, vehicles, equipment, and other items.	1	
2.9	Boxes, envelopes, and other office supplies are re-used.	2	
2.10	The back side of used paper is utilized for printing.	2	
2.11	A box is dedicated to collecting scrap paper in the printer or copy room; staff are encouraged to reuse this material as scrap paper.	2	
2.12	Employees visit the <a href="#">Office Supply Reuse Room</a> for needed supplies and donate items that are no longer being used in the workplace.	2	
<b>Recycle</b>			
2.14	Fliers with recycling information are posted in the workplace. All recycling and landfill bins are labeled clearly.	2	
2.15	All ink and toner cartridges are recycled, and there is a recycling bin for small electronic waste (i.e. batteries, ink cartridges, etc.).	2	
2.13	The office has established an office recycling station and employees have personal trash cans.	2	
	OR		
	The office has eliminated all personal trash cans and offers centralized trash and recycling only.	3	
<b>GOAL 2 TOTAL</b>		<b>31</b>	



#	Initiative	Points Possible	Practicing/ Pursuing/ Not Pursuing
<b>GOAL 3: RESOURCE STEWARDSHIP</b>			
<b>Purchasing</b>			
3.1	The office is in communication with a technology manager and purchasing officer to update existing equipment with energy efficient models.	1	
3.2	The office purchases Energy Star Certified appliances and equipment.	2	
3.3	The office purchases at least 30% recycled content paper.	2	
3.4	Sustainability-related language or themes are incorporated into contracts ( <i>for offices that write grants or proposals</i> ).	2	
3.5	Purchasing orders are made in bulk to minimize waste from packaging.	2	
3.6	Common areas are stocked with environmentally friendly supplies (i.e. cleaning supplies, reusable dishware, etc.).	2	
<b>Water Consumption</b>			
3.7	Employees report any known leaks or drips in water faucets using the <a href="#">Facilities Service Request Form</a> .	2	
3.8	The office participates in the <a href="#">Take Back the Tap campaign</a> , a bottled water free commitment, to eliminate single-use water bottles.	3	
<b>GOAL 3 TOTAL</b>		<b>16</b>	
<b>GOAL 4: EDUCATION FOR SUSTAINABILITY</b>			
<b>Health and Wellness</b>			
4.1	Employees are provided with information regarding <a href="#">Live Well</a> campus resources.	1	
4.2	A plant-forward menu with healthy food and drink options (i.e. fruit, vegetables, non-bottled water) is the default when hosting meetings, conferences, and events.	2	
4.3	Active workspace tools (i.e. standing desks, active sitting balls, etc.) are available to employees.	2	
4.4	Workplace air quality is improved by minimizing artificial fragrance use and/or adding leafy plants to the workspace.	2	
4.5	The office engages in office walking challenges or other fitness challenges to encourage employee activity.	2	



#	Initiative	Points Possible	Practicing/ Pursuing/ Not Pursuing
<b>Engagement</b>			
4.6	Employees are provided with information regarding mentorship and volunteering opportunities, including the <a href="#">Florida Mentoring Partnership Initiative</a> .	1	
4.7	The office reviews sustainability goals set forth in the <a href="#">2017-2020 FSU Strategic Plan</a> with staff and employees.	2	
4.8	New employee orientation includes information about the University's recycling programs as well as the office's sustainability practices.	2	
4.9	Employees have engaged in training related to social justice and diversity, including <a href="#">Social Justice Ally Training</a> , <a href="#">Allies &amp; Safe Zones workshops</a> , <a href="#">Diversity &amp; Inclusion Certificate Series</a> , <a href="#">Global Partner Certificate</a> , <a href="#">Green Dot training</a> , etc.	2	
4.10	<a href="#">The Green Event Guide</a> is utilized when planning events.	2	
4.11	The office Green Team is subscribed to the <a href="#">Sustainable Campus newsletter</a> .	2	
<b>GOAL 4 TOTAL</b>		<b>18</b>	
<b>5. INNOVATION POINTS</b>			
5.1		3	
5.2		3	
5.3		3	
5.4		3	
5.5		3	
<b>TOTAL</b>		<b>15</b>	
<b>Green Office Score</b>		<b>100</b>	