



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 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: 55% - 69% total
applicable points



Garnet: 70% - 84% total
applicable points



Gold: 85% - 100% total
applicable 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!

**Florida State University
Green Office Certification Program**

Office		Number of Employees				
#	Initiative	Points Possible	Points Awarded	Practicing/ Pursuing/ Not Pursuing	(If Pursuing) Timeline for Implementation	Notes
GOAL 1: CLIMATE ACTION						
Transportation						
1.1	The office encourages employees to sign up for the Commuter Services of North Florida Emergency Ride Home Program .	1				
1.2	The office holds meetings in a central location for participants.	2				
1.3	The office utilizes resources for conference calls (i.e. OpenVoice) and web conferencing (i.e. Zoom) as an alternative to traveling for meetings.	2				
1.4	Office employees walk, bike, or take the bus when possible.	3				
1.5	Office employees have completed the Cycling Savvy course .	3				
Energy Use						
1.6	Office employees are encouraged to utilize window blinds/shades to control the temperature when indoor air is being heated and cooled.	1				
1.7	Office employees turn off lights when not in use. Task lighting and natural lighting are used when possible.	2				
1.8	Office employees unplug electronic equipment when not in use. The office uses smart power strips that automatically cut electricity to idled devices and are turned off at the end of the day.	2				
1.9	Office employees do not utilize personal space heaters.	2				
1.10	The office works with the IT Department to implement power settings that turn monitors to sleep mode, replacing screen savers. The office sets hard drives, printers, copiers, and scanners to enter sleep mode.	2				
GOAL 1 TOTAL		20				
GOAL 2: WASTE MINIMIZATION						
Reduce						

2.1	The office contacts news media/distributors so the office receives fewer physical publications.	1				
2.2	The office uses electronic files over physical documents when possible. The office distributes memos, messages, and publications electronically or in a central location.	2				
2.3	The office's default print setting is double-sided, monochrome, and ink-saving.	2				
2.4	The office shares equipment between co-workers, i.e., printers, copiers, scanners, coffee pots, refrigerators, and other supplies.	2				
2.5	Office employees utilize an electronic document management system (such as DocuSign) to provide signatures for contracts, agreements, and other relevant documents.	2				
Reuse						
2.6	The office contacts FSU Surplus when searching for furniture, vehicles, equipment, and other items.	1				
2.7	The office reuses boxes, envelopes, and other office supplies.	2				
2.8	Office employees visit the Office Supply Reuse Room or other designated shared space when they need supplies and they donate items that are no longer being used in the workplace.	2				
Recycle						
2.9	The office posts fliers with recycling information in public spaces. The office labels all recycling and landfill bins clearly.	2				
2.10	The office recycles all ink and toner cartridges, and there is a recycling bin for small electronic waste in a common space (i.e. batteries, ink cartridges, etc.).	2				
2.11	The office has eliminated all personal trash cans. (MANDATORY)	3				
GOAL 2 TOTAL		21				
GOAL 3: RESOURCE STEWARDSHIP						
Purchasing						

3.1	The office utilizes the FSU Sustainable Purchasing Checklist before purchasing new products or services.	2				
3.2	The office purchases and/or updates existing equipment with energy efficient models.	2				
3.3	The office purchases at least 30% recycled content paper.	2				
3.4	The office incorporates sustainability-related contract language into ITN's and ITB's (<i>for grants or proposals</i>).	2				
3.5	The office makes purchases in bulk to minimize waste from packaging.	2				
3.6	The office stocks common areas with environmentally friendly supplies (i.e. cleaning supplies, reusable dishware, etc.).	2				
Water Consumption						
3.7	Office employees report any known leaks or drips in water faucets using the Facilities Service Request Form .	2				
3.8	At least half of all office employees participate in the Take Back the Tap campaign , a bottled water free commitment, to eliminate single-use water bottles.	3				
GOAL 3 TOTAL		17				
GOAL 4: EDUCATION FOR SUSTAINABILITY						
Health and Wellness						
4.1	Office employees are provided with information about the Employee Assistance Program .	1				
4.2	The office chooses a plant-forward menu with healthy food and drink options (i.e. fruit, vegetables, non-bottled water) when hosting meetings, conferences, and events.	2				
4.3	The office provides access to active workspace tools (i.e. standing desks, active sitting balls, etc.) to employees.	2				
4.4	The office improves air quality by minimizing artificial fragrance use and/or adding leafy plants to the workspace.	2				
4.5	The office engages in walking challenges or other fitness challenges to encourage employee activity.	2				
Engagement						
4.6	Office employees are provided with information regarding mentorship and volunteering opportunities, including the Florida Mentoring Partnership Initiative .	1				

4.7	The office's new employee orientation includes information about the University's recycling programs as well as the office's sustainability practices.	2				
4.8	One or more office employees have taken one or more courses toward completion of the Diversity and Inclusion Certificate Series . <i>(Copies of course completion screenshots or other documentation must be provided.)</i>	2				
4.9	The office utilizes the Green Event Guide when planning events.	2				
4.10	The office Green Team is subscribed to the Sustainable Campus newsletter or the Faculty/Staff Sustainability newsletter (contact lhaas@fsu.edu to register).	2				
GOAL 4 TOTAL		18				
INNOVATION POINTS						
5.1		3				
5.2		3				
5.3		3				
5.4		3				
5.5		3				
TOTAL		15				
Green Office Score		91				