



Q: What is the first step to pursuing a Green Office Certification at FSU?

A: Your first step to pursuing a Green Office Certification is to appoint a Green Team Liaison within your office who will then reach out to [Jamie Valentine](#), the Green Office Certification Coordinator, who will assist the Liaison in developing a customized timeline and action plan. The Liaison then fills out the Qualtrics survey reflecting the office's current practices and submits for consideration.

Q: At what point does my office receive the Green Office Certification?

A: After the Green Office Certification Coordinator reviews the checklist, your office will receive an official Green Office Certificate and window cling, be added to the list of participating FSU Green Offices on the Sustainable Campus webpage (<http://sustainablecampus.fsu.edu/Our-Programs/Green-Office-Certification>), and be invited to participate in workshops, meetings, and events to further your understanding of sustainable workplace practices.

Q: How extensive is the Green Office Liaison's role?

A: The Green Office Liaison has a few important yet straightforward responsibilities, including serving as the point of contact with the Green Office Certification Coordinator, filling out the Qualtrics survey, attending two workshops/gatherings per year, and communicating about the program to your office colleagues.

Q: What is the purpose of the "Pick Two" section?

A: The purpose of the "Pick Two for Two" section is to incentivize offices to participate in slightly more challenging sustainability initiatives with big impacts!

Q: What is an Innovation Point?

A: Innovation points are an opportunity to demonstrate a creative action that your office takes that is not on our checklist. Go ahead, impress us!

Q: Why is there a "Not Pursuing" section included on each item?

A: The "Not Pursuing" section is included under each item in the event that your office does not plan to pursue the action.

Q: Why is there a "Will Implement" section included on each item?

A: The "Will Implement" section is included under each item in the event that your office does not currently practice the sustainability action, but plans to implement it in the next 30 days.

Q: If my office is already Green Office Certified, how soon do we have to become certified through the new system?

A: To provide continuity in programming and designation, we hope to have each office recertified in the new system by summer of 2017.