



Greening your workplace.

Scorecard Version 1.0- Division of Continuing Education

Total Points: 45

Congratulations! You've reached the bronze level!



		Subtotal for section:	22	Achieved
General			6	
E.1	We have control over our thermostat and keep it set at 68 for heating and 78 for cooling. [75 day/68 night for heat, 72-74 for cooling)		3	
E.2	We have coordinated with our Building Administrator to identify areas that do not require heating, cooling, or lighting during off-hours, breaks or other periods of time.		3	Yes
E.3	We leave clear space in front of all of our radiators and vents.		3	Yes
E.4	We have designated a person to report all complaints and temperature fluctuations in our office.		1	
Printers and Copiers			1	
E.5	We examined our office's use of networked printers and other electronic devices, and worked with IT to consolidate use.		3	
E.6	We have sleep mode enabled on all copiers and all printers.		1	Yes
Computers and Related Equipment			9	
E.7	We enabled power management settings on our computers. If changing these setting requires administrative rights, we've contacted our IT group for assistance.		2	
E.8	We shut off our monitors and/or manually send our computers into energy saving modes (standby or hibernate) when not in use.		1	Yes
E.9	We have arranged with our IT group to be able to shut down our computers at night and it is now office policy to shut down computers at the end of the work day.		4	Yes
E.9b	If we require computers to run during off-hours, we use programs or timers to shut them off for as long as possible.		2	
E.10	We have converted our office to virtual desktops.		4	
E.11	We use power strips and surge protectors with an on/off switch or "smart strips" for electronics, chargers, and appliances/devices with digital clocks and switch them off each night.		4	
E.12	We encourage our staff to get rid of "old" computer equipment that no longer meets power standards. [Every 5 years]		3	Yes
E.13	We send, or will send, an e-mail to our staff before holidays and breaks containing an energy saving checklist for leaving their office.		1	Yes
Lights			6	
<i>Lights are turned off when not in use during the day and at night, including in common areas such as kitchens, conference rooms, storage closets, and bathrooms:</i>				
E.14a	We have posted prompts near light switches to encourage energy conservation.		1	
E.14b	We have occupancy controlled lighting in all restrooms and hallways		3	
E.14c	We have worked with facilities to determine other locations that could benefit from occupancy controls (motion sensors).		3	
E.15	Hard-wired lights without on/off switches have been retrofitted to be controllable and provide the appropriate lighting levels.		4	
E.16	We have worked with our building administrator to assess overhead lighting lumens/foot-candles in the office and switch to more energy efficient bulbs where possible		2	
E.17	All of our workstations and desks have task lights fitted with CFLs or LEDs, which we use when working afterhours, times that the office is mostly empty, or other times when full overhead lighting is not necessary.		3	Yes
E.18	We worked with Facilities to replace inefficient fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.		4	
E.19	We turn off lights and use natural lighting when possible. [Abundant windows]		3	Yes
Windows			0	
E.20	We have an office policy that blinds/shades will be closed during peak summer to reduce heat coming in windows.		3	
E.21	We have an office policy that blinds/shades will be closed at the end of every day during winter heating season. We have appointed an individual to be responsible for closing them every day.		3	
Other Energy Actions			0	
E.22	Microwaves, coffee makers, small appliances, printers, copiers etc are unplugged at night by a designated person or are programmed to shut off through a timer or plug load controller.		3	
E.23	We have received 95% participation in the Office Comfort Questionaire.		3	
E.24	We have a policy prohibiting the use of space heaters and no one in our office uses a space heater		4	

		Subtotal for section:	1	Achieved
General			1	
W.1	We conducted an audit of our waste stream in the last year.		4	
W.2	We have held at least one Office Clean Out Day that promoted recycling and reuse in the past year. [once/year]		1	Yes
W.3	We list any used equipment, furniture and supplies on Craigslist or donate before disposing of furniture.		1	
Paper and Office Supply Waste			4	
W.4	We set double-sided printing as a default on our office computers, and we placed a visual prompt on our copy machine to remind members of our office to double-side copy.		2	
W.5	We have an office policy to use reduced paper margins where possible in order to decrease the length of documents we print.		2	
W.6	We hold zero-waste staff meetings (at least 80% of the staff meetings are zero-waste).		2	
W.7	We use an electronic timesheet system.		2	
W.8	We use electronic financial reports.		3	Yes
W.9	We keep a stack of previously used paper near printers to be used for scratch paper or internal memos, made into notepads, or loaded into a designated a bypass tray on printer for printing internal or draft single-sided documents.		1	Yes
W.10	We have a designated area in our supply closet, or elsewhere in our office, for sharing office supplies that can be re-used (file		1	
<i>We have a designated person in our office who unsubscribes people from:</i>				
W.11a	Receiving multiple copies of the K-State Collegian and the Manhattan Mercury.		2	
W.11b	Junk mail.		2	
Mugs, Dishware, Utensils and Food Waste			1	
W.12	We remind staff to bring their own mugs and have reusable mugs available for attendees to meetings in our office.		1	Yes
<i>At our events and meetings:</i>				
W.13	We use reusable cups, dishware, and utensils.		3	
W.14	We compost all of our compostable organic waste.*		4	
W.15	In the lunch/break room, we have replaced disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable or bulk containers for sugar, salt & pepper, ketchup, etc. to avoid individual condiment packets.		3	
W.16	We have eliminated office purchases of bottled water, using a filter on the tap if necessary.		3	
Recycling			8	
W.17	We reviewed proper recycling practices at a recent staff meeting or through an office email to ensure that all members of our office are aware of the rules and had their questions answered.		1	Yes
W.18	We provide recycling bins in our meeting, conference, and class rooms.		1	Yes
W.19	There are recycling bins in all common areas where trash bins are present, such as kitchens, break rooms, mailrooms, and copy rooms.		1	Yes
W.20	We have eliminated desk-side trash containers and switched to desk-side recycling and with central trash locations.		4	
W.20a	We have eliminated liners in desk-side recycling bins.		1	Yes
W.21	In our office, recycling signs are clearly posted on or near recycling bins.		1	
W.22	We recycle inkjet and laser jet cartridges.		3	
W.23	We do a large e-waste drive annually or more frequently.		3	
W.24	We recycle all electronics that leave our office.		4	Yes
W.25	We provide a box or bin for writing implement recycling. These collection areas have been publicized and there are signs indicating what can be recycled. *		1	
W.26	We provide a box or bin for cell phone recycling. These collection areas have been publicized and there are signs indicating what can be recycled.*		2	
W.27	We have purchased a battery recharger for the office. We use rechargeable (instead of disposable) batteries for our portable electronics.		3	
W.29	There are at least two reusable bags in the kitchen or break room for our staff to use in place of plastic bags when shopping or buying lunch, supplies, etc. Alternatively, we store used plastic bags for reuse.		1	

		Subtotal for section:	0	Achieved
General			0	
P.1a	We have created a comprehensive inventory of office and other consumable supplies to avoid over-ordering.		4	
P.1b	We have reviewed the purchasing guidelines at a staff meeting in the last 12 months.		1	
Paper Products and Office Supplies			2	
<i>We commit to consolidate orders so that we do not make purchases:</i>				
P.2a	Less than \$50		2	
P.2b	Less than \$100		3	
<i>We purchase copy, computer and fax paper with a minimum:</i>				
P.3a	30% post consumer waste content		1	Yes
P.3b	100% post consumer waste content		3	
P.3c	Chlorine free (can be in addition to other points)		1	
P.3e	Forest Stewardship Council (FSC) certified (can be in addition to other points)		1	Yes
<i>We purchase letterhead, envelopes and business cards with minimum</i>				
P.4a	30% post consumer waste content (All Printing Services, so unknown)		1	
P.4b	100% post consumer waste content		3	
P.4c	Chlorine free (can be in addition to other points)		1	
P.4d	Forest Stewardship Council (FSC) certified (can be in addition to other points)		1	
<i>We purchase folders, notepads, post-its or other paper products with a minimum of:</i>				
P.6a	10% post consumer recycled content.		1	
P.6b	30% post consumer recycled content.		2	
P.7	We have replaced solvent-based permanent ink markers/pens with water-based ones.		2	
P.8	We purchase only recycled or remanufactured laser and copier toner cartridges.		3	
Printing & Publications			0	
<i>We require our external printing contractor to use:</i>				
P.9a	Vegetable-based inks for all publications.*		4	
P.9b	Paper with 30% post consumer waste content.		1	
P.9c	Paper with 100% post consumer waste content.		3	
P.9d	Forest Stewardship Council (FSC) certified (can be in addition to other points).		1	
P.10	We ask our designer to design publications that require fewer varnishes and coatings, and can be easily recycled.		3	
Food Purchases for Events			0	
P.11	We use either our caterer's reusable dinnerware or compostable event options. [WE TRY]		3	
P.12	We have the caterer provide drinks and snacks in bulk rather than individual containers.		2	
P.13	We purchase food in bulk trays and avoid purchasing cardboard and plastic-boxed meals.		2	
Furniture and Equipment			4	
<i>For new office furniture:</i>				
P.14a	We reuse furniture from campus surplus before purchasing new office furniture. [Hand-me-downs from coworkers]		4	Yes
P.14b	We buy refurbished furniture.		3	
P.14c	We buy new furniture with at least 50% recycled content. Any new equipment we purchase is ENERGY STAR rated, if applicable. If ENERGY STAR is not available, we work with our		2	
P.15	vendor to purchase the most efficient option.		1	

water.

Subtotal for section: 0 Achieved

General

0

WR.1 We have had Facilities install a kitchen sink aerator with on/off lever that does not exceed 1.5 gallons per minute.

2

WR.2 We have designated a person to report any sink leaks (kitchen, bathroom or lab) to Facilities immediately.

1

iaq and human health.

Subtotal for section: 4 Achieved

General

4

In our kitchen, we use:

H.1a Environmentally preferable dishwashing soap

1

H.1b Environmentally preferable all-purpose cleaner in place of harsh chemical cleaners

2

We have at least:

H.2a 1 plant per 5 people in our office

1

Yes

H.2b 1 plant per 2 people in our office

3

H.3 We have walkoff mats at the entrance to our office or department.

3

Yes

transportation.

Subtotal for section: 12 Achieved

Commuting

7

T.1 Members of our office are aware of K-State/Manhattan's alternative transportation programs and the associated resources regarding bus service, carpool/vanpool, Bike State, and transit news. Information about the applicable programs (including bike maps, car share info, etc.) is displayed permanently in the office.

2

Yes

T.1a If there are incentive programs available for taking public transportation, carpooling, or bike riding, we post information to help interested employees enroll.*

1

T.2 There is bicycle parking located convenient to our building. If not, we contacted Facilities/Operations at our school/unit to see if relocating existing bike racks or obtaining new racks is a possibility.

1

Yes

T.3 We offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes. [some flex

4

Yes

*The following % of our office has filled out the K-State Transit Commuter and Parking Survey:***

T.4a 50 percent

1

T.4b 75 percent

3

Work-related Travel

5

T.5 When planning work-related travel, we consider greener transport options.

2

Yes

T.6 When choosing lodging, we give preference to lodging with one of the following certifications: US EPA Energy Star Label for Hospitality, LEED, Green Hotels Association or EcoRoom.

3

Yes

T.7 We offset our travel using a carbon offset program. Note: to receive these points, copies of receipts showing the amount of carbon offset must be submitted to the Office of Sustainability.

4

General		6		
I.1	This office has at least one Eco-Rep.	4	Yes	
I.2	This office has a Green Team that works with a Staff Eco-Rep in our department.	4		
I.3	We have information about our office's environmental efforts and what we are doing to meet the Green Office program standards posted in an easily visible location for staff and visitors to see.	1		
I.4	We have a designated section of an office bulletin board, or have a separate board for posting tips and information about green practices, events, and groups.	1		
I.5	We recognize staff members for their environmental stewardship efforts.	2		
I.6	Our office has hosted a Sustainability 101 presentation at a staff meeting or sent staff from our office to an external Sustainability 101 presentation in the past two years.	2		
I.7	We have shown a sustainability-focused video to our staff in the past two years.	1		
I.8	We have participated in the most recent and will continue to participate in RecycleMania.	3		
I.10	We have participated or plan to participate in a local, regional, national or international day of action, such as PARK(ing) Day, Bike-to- Work Day, Earth Day, Game Day Recycling, etc.	3		
I.11	We have solicited feedback from office members about green building features we have or could have in our office, such as lighting retrofits, occupancy sensors, dual-flush toilet retrofits, aerators on sinks, etc. A member of our office has shared this	2		
I.12	We inspired another office, _____, to pursue K-State Green Office Certification.	2		
I.13	Someone in our office has submitted a story for K-State's sustainability blog about this experience or similar sustainability efforts in their life during the past 12 months. [EcoRep Fall '12 newsletter]	2		Yes
I.14	We figured out how to complete one of the starred items and shared our technique in the sustainability blog.	TBD by DoS		
I.15	Our office nominated somebody for an EcoRep Award	1		
I.14	We have successfully implemented additional green projects not listed here (points for additional projects will be determined by the sustainability staff reviewing the submission)	TBD by DoS		