



Greening your workplace.

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Scorecard V 1.2 - [Provost's Office] - [Last Updated 7-25-2013]

Total Points: 66

energy.		Subtotal for section:	20	Achieved
General			3	
E.1	Where we have control over our thermostat, we keep it set at 68 for heating and 78 for cooling.	<input type="checkbox"/>	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.	<input type="checkbox"/>	3	FALSE
E.3	We leave clear space in front of all of our radiators and vents.	<input checked="" type="checkbox"/>	3	
E.4	We have designated a person to report all complaints and temperature fluctuations in our office.	<input type="checkbox"/>	1	FALSE
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.	<input type="checkbox"/>	3	
E.6	We have sleep mode enabled on all copiers and all printers.	<input checked="" type="checkbox"/>	1	TRUE
Computers and Related Equipment			11	
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.	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	1	TRUE
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.	<input checked="" type="checkbox"/>	4	
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.	<input type="checkbox"/>	2	FALSE
E.10	In our computer labs, all computers go to sleep when not in use and to standby/hibernate overnight.	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	2	TRUE
E.12	We encourage our staff to get rid of "old" computer equipment that no longer meets power standards.	<input checked="" type="checkbox"/>	3	
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.	<input checked="" type="checkbox"/>	1	TRUE
Lights			5	
<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.	<input type="checkbox"/>	1	
E.14b	We have occupancy controlled lighting in all restrooms and hallways	<input type="checkbox"/>	3	FALSE
E.14c	We have worked with facilities to determine other locations that could benefit from occupancy controls (motion sensors).	<input type="checkbox"/>	3	
E.15	Hard-wired lights without on/off switches have been retrofitted to be controllable and provide the appropriate lighting levels.	<input type="checkbox"/>	4	FALSE
E.16	We have worked with our building administrator to assess overhead lighting lumens/foot-candles in the office and remove/disconnect unnecessary lighting.	<input checked="" type="checkbox"/>	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.	<input type="checkbox"/>	3	FALSE
E.18	We turn off lights and use natural lighting when possible.	<input checked="" type="checkbox"/>	3	
Windows			0	



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E.20	We have an office policy that blinds/shades will be closed during peak summer to reduce heat coming in windows.	<input type="checkbox"/> 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.	<input type="checkbox"/> 3	FALSE
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.	<input type="checkbox"/> 3	
E.23	We have received 95% participation in the Office Comfort Questionnaire.	<input type="checkbox"/> 3	FALSE
E.24	We have a policy prohibiting the use of space heaters and no one in our office uses a space heater	<input type="checkbox"/> 4	



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Waste.

		Subtotal for section:	19	Achieved
General			1	
W.1	We conducted an audit of our waste stream in the last year.	<input type="checkbox"/>	4	FALSE
W.2	We have held at least one Office Clean Out Day that promoted recycling and reuse in the past year.	<input type="checkbox"/>	1	
W.3	We list any used equipment, furniture and supplies on K-State networks or donate before disposing of furniture.	<input checked="" type="checkbox"/>	1	TRUE
Paper and Office Supply Waste			9	
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.	<input type="checkbox"/>	2	FALSE
W.5	We have an office policy to use reduced paper margins where possible in order to decrease the length of documents we print.	<input type="checkbox"/>	2	
W.6	We hold zero-waste staff meetings (at least 80% of the staff meetings are zero-waste).	<input type="checkbox"/>	2	FALSE
W.7	We use an electronic timesheet system.	<input checked="" type="checkbox"/>	2	
W.8a	We eliminate internal hardcopy financial reports.	<input checked="" type="checkbox"/>	2	TRUE
W.8b	We've worked with the controller's office to eliminate paper copies. (Can be in addition to W.8a)	<input type="checkbox"/>	2	
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.	<input type="checkbox"/>	1	FALSE
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 folders, binders, pens, paper clips, etc).	<input checked="" type="checkbox"/>	1	
W.11	We have shifted all position search and awards submissions to electronic files instead of hard-copy		4	TRUE
<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.	<input type="checkbox"/>	2	
W.11b	Junk mail.	<input type="checkbox"/>	2	FALSE
Mugs, Dishware, Utensils and Food Waste			0	
W.12	We remind staff to bring their own mugs and have reusable mugs available for attendees to meetings in our office.	<input type="checkbox"/>	1	
<i>At our events and meetings:</i>				
W.13	We use reusable cups, dishware, and utensils.	<input type="checkbox"/>	3	FALSE
W.14	We compost all of our compostable organic waste.*	<input type="checkbox"/>	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.	<input type="checkbox"/>	3	FALSE
W.16	We have eliminated office purchases of bottled water, using a filter on the tap if necessary.	<input type="checkbox"/>	3	
Recycling			9	
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.	<input type="checkbox"/>	1	FALSE
W.18	We provide recycling bins in our meeting, conference, and class rooms.	<input checked="" type="checkbox"/>	1	
W.19	There are recycling bins in all common areas where trash bins are present, such as kitchens, break rooms, mailrooms, and copy rooms.	<input type="checkbox"/>	1	FALSE



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W.20	We have eliminated desk-side trash containers and switched to desk-side recycling and with central trash locations.	<input type="checkbox"/>	4	
W.20a	We don't use liners in desk-side recycling bins.	<input type="checkbox"/>	1	FALSE
W.21	In our office, recycling signs are clearly posted on or near recycling bins.	<input checked="" type="checkbox"/>	1	
W.22	We recycle inkjet and laser jet cartridges.	<input checked="" type="checkbox"/>	3	TRUE
W.23	We do a large e-waste drive annually or more frequently.	<input type="checkbox"/>	3	
W.24	We recycle all electronics that leave our office.	<input checked="" type="checkbox"/>	4	TRUE
W.25	We provide opportunities for staff to recycle writing utensils.	<input type="checkbox"/>	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.	<input type="checkbox"/>	2	FALSE
W.27	We have purchased a battery recharger for the office. We use rechargeable (instead of disposable) batteries for our portable electronics.	<input type="checkbox"/>	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.	<input type="checkbox"/>	1	FALSE

purchasing.

Subtotal for section: 13 Achieved

General			4	
P.1a	We have created a comprehensive inventory of office and other consumable supplies to avoid over-ordering.	<input checked="" type="checkbox"/>	4	
P.1b	We have reviewed the purchasing guidelines at a staff meeting in the last 12 months.	<input checked="" type="checkbox"/>	1	TRUE
Paper Products and Office Supplies			0	
<i>We commit to consolidate orders so that we do not make purchases:</i>				
P.2a	Less than \$50	<input type="checkbox"/>	2	
P.2b	Less than \$100	<input type="checkbox"/>	3	FALSE
<i>We purchase copy, computer and fax paper with a minimum:</i>				
P.3a	30% post consumer waste content	<input type="checkbox"/>	1	
P.3b	100% post consumer waste content	<input type="checkbox"/>	3	FALSE
P.3c	Chlorine free (can be in addition to other points)	<input type="checkbox"/>	1	
P.3d	Forest Stewardship Council (FSC) certified (can be in addition to other points)	<input type="checkbox"/>	1	FALSE
<i>We purchase letterhead, envelopes and business cards with minimum</i>				
P.4a	30% post consumer waste content	<input type="checkbox"/>	1	
P.4b	100% post consumer waste content	<input type="checkbox"/>	3	FALSE
P.4c	Chlorine free (can be in addition to other points)	<input type="checkbox"/>	1	
P.4d	Forest Stewardship Council (FSC) certified (can be in addition to other points)	<input type="checkbox"/>	1	FALSE
<i>We purchase folders, notepads, post-its or other paper products with a minimum of:</i>				
P.6a	10% post consumer recycled content.	<input type="checkbox"/>	1	



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P.6b	30% post consumer recycled content.	<input type="checkbox"/> 2	FALSE
P.7	We have replaced solvent-based permanent ink markers/pens with water-based ones.	<input type="checkbox"/> 2	
P.8	We purchase only recycled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/> 3	FALSE



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Printing & Publications		4	
<i>We require our external printing contractor to use:</i>			
P.9a	Vegetable-based inks and/or thermal printing for all publications.	<input checked="" type="checkbox"/> 4	
P.9b	Paper with 30% post consumer waste content.	<input type="checkbox"/> 1	FALSE
P.9c	Paper with 100% post consumer waste content.	<input type="checkbox"/> 3	
P.9d	Forest Stewardship Council (FSC) certified (can be in addition to other points).	<input type="checkbox"/> 1	FALSE
P.10	We ask our designer to design publications that require fewer varnishes and coatings, and can be easily recycled.	<input type="checkbox"/> 3	
Food Purchases for Events		5	
P.11	We use either our caterer's reusable dinnerware or compostable event options.	<input checked="" type="checkbox"/> 3	TRUE
P.12	We have the caterer provide drinks and snacks in bulk rather than individual containers.	<input checked="" type="checkbox"/> 2	
P.13	We purchase food in bulk trays and avoid purchasing cardboard and plastic-boxed meals.	<input type="checkbox"/> 2	FALSE
Furniture and Equipment		0	
<i>For new office furniture:</i>			
P.14a	We reuse furniture from campus surplus before purchasing new office furniture.	<input type="checkbox"/> 4	
P.14b	We buy refurbished furniture.	<input type="checkbox"/> 3	FALSE
P.14c	We buy new furniture with at least 50% recycled content.	<input type="checkbox"/> 2	
P.15	Any new equipment we purchase is ENERGY STAR rated, if applicable. If ENERGY STAR is not available, we work with our vendor to purchase the most efficient option.	<input type="checkbox"/> 1	FALSE
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.	<input type="checkbox"/> 2	
WR.2	We have designated a person to report any sink leaks (kitchen, bathroom or lab) to Facilities immediately.	<input type="checkbox"/> 1	FALSE
iaq and human health.			
Subtotal for section:		1	Achieved
General		1	
<i>In our kitchen, we use:</i>			
H.1a	Environmentally preferable dishwashing soap	<input type="checkbox"/> 1	
H.1b	Environmentally preferable all-purpose cleaner in place of harsh chemical cleaners	<input type="checkbox"/> 2	FALSE
<i>We have at least:</i>			
H.2a	1 plant per 5 people in our office	<input checked="" type="checkbox"/> 1	
H.2b	(OR) 1 plant per 2 people in our office	<input type="checkbox"/> 3	FALSE



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H.3	We have walkoff mats at the entrance to our office or department.	<input type="checkbox"/> 3
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transportation.

		Subtotal for section:	5	Achieved
Commuting			3	
T.1	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.	<input checked="" type="checkbox"/>	2	
T.1a	If there are incentive programs available for taking public transportation, carpooling, or bike riding, we post information to help interested employees enroll.*	<input type="checkbox"/>	1	FALSE
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.	<input checked="" type="checkbox"/>	1	
T.3	We offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input type="checkbox"/>	4	FALSE
<i>The following % of our office has filled out the K-State Transit Commuter and Parking Survey:</i>				
T.4a	50 percent	<input type="checkbox"/>	1	
T.4b	75 percent	<input type="checkbox"/>	3	FALSE
Work-related Travel			2	
T.5	When planning work-related travel, we consider greener transport options.	<input type="checkbox"/>	2	
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.	<input type="checkbox"/>	3	FALSE
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.	<input type="checkbox"/>	4	
T.8	We encourage the use of video and conference calls for meetings with personnel at other K-State campuses		2	TRUE

involvement.

		Subtotal for section:	8	Achieved
General			8	
I.1	This office has at least one Eco-Rep.	<input checked="" type="checkbox"/>	4	
I.2	This office has a Green Team that works with a Staff Eco-Rep in our department.	<input type="checkbox"/>	4	FALSE
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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	1	FALSE
I.5	We recognize staff members for their environmental stewardship efforts.	<input type="checkbox"/>	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.	<input type="checkbox"/>	2	FALSE
I.7	We have shown a sustainability-focused video to our staff in the past two years.	<input type="checkbox"/>	1	
I.8	We have participated in the most recent and will continue to participate in RecycleMania.	<input type="checkbox"/>	3	FALSE
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.	<input type="checkbox"/>	3	
I.11	as lighting retrofits, occupancy sensors, dual-flush toilet retrofits, aerators on sinks, etc. A member of our office has shared this feedback with our Eco-Rep in writing.	<input type="checkbox"/>	2	FALSE
I.12	We inspired another office, _____, to pursue K-State Green Office Certification.	<input type="checkbox"/>	2	



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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.	<input type="checkbox"/> 2	FALSE
I.14	Our office nominated somebody for an EcoRep Award	<input type="checkbox"/> 1	
<i>Ingenuity Efforts (if applicable, you must write a 'how to' to earn points):</i>			
I.15a	We have created the K-State Transit Commuter and Parking Survey	<input checked="" type="checkbox"/> 5	
I.15b	We worked with the controller's office to make it possible to eliminate their paper copies of financial reports.	<input type="checkbox"/> 5	
I.15c	We established a replicable system for on-campus composting for individual workplaces.	<input type="checkbox"/> 5	
I.15d	We have shifted to electronic communications instead of paper memos for invitations to retreats and departmental/college meetings, agendas for Deans Council meetings, and a variety of other purposes.	<input checked="" type="checkbox"/> 4	
I.15e		<input type="checkbox"/> 2	
I.15f		<input type="checkbox"/> 2	
I.16	We have successfully implemented additional green projects not listed here (points for additional projects will be determined by the sustainability staff reviewing the submission)	<input type="checkbox"/> TBD by DoS	FALSE