



## Green Office Guide Checklist

### Where to Start

- Have properly placed and labeled recycling bins in all common areas
- Work with the Office of Sustainability to certify your building through the Recycle Lincoln Leadership Recognition Program
- Set default printing to double-sided when possible
- Enable auto-off, sleep mode, or hibernation mode on all copiers and printers
- Have a section of an office bulletin board dedicated to information about green practices, events, and tips
- Have a discussion at a staff meeting about sustainable green office practices Participate in the Office of Sustainability's culture survey

### Potential Additional Actions

#### Waste

- Post signage reminding staff members to conserve water or use paper towels sparingly
- Have a discussion at a staff meeting and/or send an office e-mail with information regarding proper recycling practices
- Have recycling bins at every personal desk next to the trash container
- Conduct a waste audit
- Have an office clean out (recycling) day
- Have paper free meetings and events by providing materials electronically and projecting agendas and other materials onto a screen/monitor
- Recycle inkjet and laser jet cartridges
- Reuse scrap paper and office supplies and designate an area for storing shared supplies
- Remind staff to bring their own reusable mugs & water bottles
- Stock break rooms/kitchenettes with permanent ware (mugs, dishes, utensils, etc.) where possible
- Use environmentally preferred dish and hand soaps
- Purchase recycled content paper products (printer paper, envelopes, paper towels, etc.)
- Avoid the use of personal printers
- Discourage the use of disposable water bottles
- Inquire about getting a water bottle filling station in or near your office if one doesn't exist

## **Energy**

- Place “please turn off” reminder stickers on lights switches that do not already have them
- Remind colleagues to turn off lights in common areas (breakroom, conference rooms, bathrooms, classrooms, etc.) during the day when not in use and at night
- Work with IT Services to automatically shut down computers at night, on weekends, and over holiday breaks
- Remind colleagues to shut off monitors and send computers into energy saving or standby mode when not in use
- Send an e-mail to office staff before holidays and breaks regarding energy-saving tips
- Appoint a person who is responsible for ensuring that all printers, copiers and computers are shut down over holiday breaks
- Avoid the use of space heaters in the office
- Reduce the use of lights in areas with a lot of natural lighting
- Purchase “smart strips” or timer enabled surge protectors to automatically turn off kitchen and other appliances at night/on weekends, or designate a staff member to unplug them
- Purchase ENERGY STAR or EPEAT rated computers and electronics when new ones are needed, and ensure that old ones are recycled
- Close window blinds in peak summer months to reduce heat coming in from windows
- Close window blinds at night and open them during the day when the weather is cold

## **Health**

- Have someone in the office become a wellness ambassador through the Rec Center
- Test out and share healthy meal recipes in breakrooms
- Increase the number of plants in the office to reduce stress and improve air quality
- Coordinate weekly lunch time walks
- Arrange an office bike share fun ride

## **Transportation**

- Spread awareness of bike amenities and the benefits of bicycle commuting
- Participate in a bike, bus, walk, or carpool to work day event
- Promote staff walking, biking, or using transit to attend meetings on campus or in the community
- Create an office carpooling program

## **Education**

- Circulate the Office of Sustainability’s Sustainability Pledge for office members to sign
- Recognize staff members for their sustainability efforts
- Distribute sustainability information through newsletters, department e-mails, etc.
- Include brief green office updates at staff meetings
- Host office/building-wide sustainability-related events to increase engagement
- Have a sustainability presentation at a staff meeting from a green team leader or sustainability office staff once per year
- Discuss the green office program at new employee orientations
- Establish a green team in your office
- Recruit other offices to join the Green Office certification program

## **Events**

- Ensure recycling bins with proper signage are available at public events
- Have paper free meetings, events, and conferences by providing materials electronically
- Purchase plates, cups, and other products that are compostable or have recycled content
- Avoid individually packaged meal boxes for events if possible
- Include vegetarian/vegan options when catering for events if possible

UNL Office of Sustainability

[sustainability.unl.edu](http://sustainability.unl.edu)

(402) 472-1126

   @UNL\_OS

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**Nebraska**  
Lincoln