



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

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