



# Lehigh University Sustainable Office Program

*Baseline*

Last edited 1/22/2015

## **Instructions:**

*Please complete the following baseline report before beginning the checklist of actions. The information gathered in this report will be used to measure advancement related to the Sustainable Office Program.*

*When you're finished, submit the baseline survey using this link:*

[https://lehigh.co1.qualtrics.com/SE/?SID=SV\\_77mEgcIMC77ZH1P](https://lehigh.co1.qualtrics.com/SE/?SID=SV_77mEgcIMC77ZH1P)

*Thanks for participating in the Sustainable Office Program!*

## **Please conduct an inventory of the following items present in your office.**

# of desktop computers (towers)	# of full-size refrigerators
# of laptops	# of mini-fridges
# of all-in-one computers	# of toasters
# of flat screen monitors	# of microwaves
# of cathode ray tube (CRT) monitors	# of coffee makers (not Keurig)
# of light switches (total)	# of single pod coffee makers
# of light switches with motion sensors	# of water coolers
# of power strips in use	# of drinking fountains
# of networked printers/copiers	# of personal fans
# of personal/desk printers/copiers	# of space heaters
# of thermostats (total)	# of Energy Star rated electronics/appliances
# of adjustable thermostats	# of recycling bins
# of desk lamps	# of recycling bins with a recycling sign
# of incandescent bulbs (ignore overhead lights)	# of trash cans
# of CFL bulbs (ignore overhead lights)	# of plastic film bins

# of reams of paper purchased each year

# of copies (newsletters, fliers, etc) printed each year

# of reams of paper with >30% recycled content

**Look into the recycling bins in your office. Estimate the percent (to the nearest 10%) of recycling bin contamination (i.e. how many things in the recycling bins are not actually recyclable?)**

- On a 0-100% scale

**Look into the trash bins in your office. Estimate the percent (to the nearest 10%) of trash bin contamination (i.e. how many things in the trash bin should be recycled?)**

- On a 0-100% scale

### **Please respond to the following questions with YES, NO or N/A:**

Does your office offer individually bottled water or have water service?

Do you have reusable mugs, dishware and silverware available in your office's kitchen/break room?

Do you have a wellness station (for exercise or stretching)?

Is there a bike rack accessible from your office?

Does your office purchase Styrofoam products?

Does your office participate in the annual e-waste collection event?

Does your office participate in the TerraCycle recycling program through the Purchasing Office?

Does your office recycle toner and ink cartridges through Printing & Mailing Services?

Does your office have a space designated for office supply reuse?

Is purchasing in your office done through one designated person?

### **In your office, how many employees:**

have paperless direct deposit?

are members of the OneCard program?

commute to work in a single-occupancy vehicle?

participate in flexible scheduling or remote access?

take a bus between Mountaintop campus and Asa Packer campus for meetings/conferences?

attended diversity and inclusion workshops in the last year?

participated in a Lehigh Day of Caring in the last year?

volunteered in the last annual Move-Out Collection Drive?

have Safe Zone certification?

**Please indicate the degree to which the following statements apply:**

Never      Rarely      Sometimes      Often      All of the Time

We use china/reusable dishware at catered events

We offer a vegetarian option at catered events

We turn off electronics at the end of the day

We turn off lights in unoccupied areas and at night