

# Lehigh University Partnership for Sustainable UN Missions

## Baseline Survey

Instructions:

*Please complete the following baseline report. The information gathered in this survey will be used to assess the level of greening achieved in the future.*

Name of Mission: \_\_\_\_\_ Date: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please circle one option from each of the following questions:

Do you work in a BUILDING or INDIVIDUAL SPACE?

Do you OWN or RENT that space?

If rent, please list the building(s) site, their areas, as well as the ownership/leasing arrangements for the land and the building

If own, please list the size of the space (sq. ft)

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

- |  |  |
|--|--|
| # of desktop computers (towers)                  | # of microwaves  |
| # of laptops                                     | # of coffee makers (not Keurig)                          |
| # of all-in-one computers                        | # of single-pod coffee makers                            |
| # of flat screen monitors                        | # of water coolers                                       |
| # of light switches (total)                      | # of drinking fountains                                  |
| # of light switches with motion sensors          | # of personal fans                                       |
| # of power strips in use                         | # of space heaters                                       |
| # of networked printers/copiers                  | # of Energy Star rated electronics/appliances            |
| # of personal/desk printers/copiers              | # of recycling bins                                      |
| # of thermostats (total)                         | # of recycling bins with a recycling sign                |
| # of adjustable thermostats                      | # of trash cans  |
| # of desk lamps                                  | # of plastic film bins                                   |
| # of incandescent bulbs (ignore overhead lights) | # of reams of paper purchased each year                  |
| # of CFL bulbs (ignore overhead lights)          | # of reams of paper with >30% recycled content           |
| # of full-size refrigerators                     | # of copies (newsletters, fliers, etc) printed each year |
| # of mini-fridges                                |  |
| # of toasters                                    |  |

Please conduct an analysis on the following facilities-related operations to the best of your ability.

## Facility:

### General:

1. How many people work in the mission?
2. Who takes care of the facility operation, cleaning and maintenance?
3. Is your organization undertaking, or planning to undertake, any major renovation or improvement projects in any of the buildings?
4. Do you have any centralized building management systems?
5. What form of fire safety systems are installed in the building (e.g., halon/ CO<sub>2</sub> fire expression systems)? How many are there?
6. What environmental features have been incorporated in the architectural design of the building?
7. What types of indoor lighting do you use (CFL, incandescent bulb, etc)? What are the ratings and quantities?
8. What is the electrical power density (W/m<sup>2</sup>) of the lighting system?
9. What types of automatic controls are in use for the lighting system? (e.g., motion sensors, timers, photo-sensors and dimmers, etc.)
10. Are work spaces “open” or individual offices?
11. How many offices/desks are unoccupied more than 60% of the time?
12. How many employees are based primarily at the NYC location?
13. Is passive lighting (sunlight) utilised?
14. Do you have any electricity-producing equipment on site (e.g., diesel generators, solar PV, etc)?
15. Do you turn off electronics in unoccupied areas, at the end of the day and on holiday?

### Heating/Cooling:

1. What are the different types of fuels used on site (e.g. oil, gas electric)?
2. Have you installed energy efficient equipment/appliances?
3. Do you have a large hot water generating system? If so, is it fuel fired or does it use electricity?
4. How old is the hot water generating system?

5. How frequently is the hot water generating system checked annually?
6. What type of space heating system do you use (e.g., reversible heat pump or a boiler/steam based system)?
7. What is the rating, number of units, installation date, and efficiency of the space heating system?
8. How is the space heating system operated (i.e., control of settings, planning, temperature settings)?
9. How frequently is the space heating system checked annually?
10. Have you performed an efficiency evaluation of the building's energy usage?
11. What type of air-conditioning system do you have (e.g. central: vapour compression type or reversible heat pump, or window sill)?
12. What type of refrigerant is used?
  - a. What is the quantity used and amount replaced per year?
13. What type of system do you use to ventilate the building?
  - a. Is there periodic maintenance?
14. How do you manage the ventilation system? (e.g. timers, CO<sub>2</sub>, humidity sensors, computerized building management system)
15. Are there any major compressors used in the building, apart from compressors used for the HVAC system?

## Solid Waste:

1. Do you have a system to monitor or measure waste production?
2. Who handles and disposes your solid waste?
3. Do you know what happens to your waste at the end of the life cycle (e.g. treatment type, landfill, and recycling)?
4. Do you have a waste reduction programme?
5. Do your contractors provide annual reports of your waste output?
6. Does your office recycle toner and ink cartridges?
7. Does your office recycle batteries and electronic waste?
8. What percentage of your employees use direct deposit?

## Water:

1. What is your yearly water consumption?
2. Is the organization paying a fee for waste water discharge? If so, what is the dollar amount?
3. How is liquid waste managed and disposed?

4. Do you recycle or separate grey water from black water?
5. How do you keep track of your water use management? Do you receive monthly or annual reports from your contractors?

## Procurement:

1. Where do you source your electricity?
2. What is your consumption of electricity from the grid?
3. What is your cost of electricity from the grid?
4. What portion of the purchased electricity qualifies as green electricity?
5. Do you qualify for any incentives, penalties or other options for energy or environmental management in the premises?
6. Have you installed energy efficient electrical equipment/appliances?
7. Is there a designated person that keeps track of the purchasing of office supplies and materials?
8. Does your office offer individually bottled water or have a shared water cooler/refilling station?
9. Do you have reusable mugs, dishware and silverware available in your office kitchen/break room?
10. Does your office purchase Styrofoam products?

## Events:

1. How many meetings does the mission organise per year?
  - a. How many take place in the mission?
  - b. How many in a rented facility (hotel or other)?
  - c. How many in the UN building?
2. Do you offer a vegetarian option at catered events?
3. Do you use china/reusable dishware at catered events?

## Travel:

1. What is the total number of air miles flown in the last year by members of the Mission?
2. What is the approximate distance travelled in the last year by motor vehicle?
  - a. What types of vehicles are used?
3. Have you adopted a vehicle fleet management system?
4. Do you have facilities to take care of the maintenance of the vehicles or have you outsourced such services?
5. How many employees commute to work in a single-occupancy vehicle?

- a. Are ride sharing services or incentives provided?
6. Is public transportation encouraged?
7. Is there a bike rack accessible from your office?

## Free Response:

What environmental sustainability efforts have been easy to achieve in your office?

What do you think are the major challenges and opportunities with regard to environmental sustainability in your office(s)?

What resources would you like to advance your environmental sustainability performance?

Please describe your future objectives in achieving environmental sustainability (distinguishing aims, goals, targets).

*Thanks for participating in the Greening the UN Missions Pilot Program!*