

| | Checklist Action Item | Notes | Point Value | Check Box | Points Earned |
|---|--|-------|-------------|-----------|---------------|
| Facilities- General | 100% of office appliances are Energy Star Rated (Check ALL fields if 100%) | | 1 | | 0 |
| | 80% of office appliances are Energy Star Rated | | 1 | | 0 |
| | 70% of office appliances are Energy Star Rated | | 1 | | 0 |
| | Automatic controls are in use for the lighting system (e.g., motion sensors, timers, photo-sensors and dimmers, etc.) | | 1 | | 0 |
| | 100% of office lighting has been converted to CFL or LED bulbs (Check ALL fields if 100%) | | 1 | | 0 |
| | 90% of office lighting has been converted to CFL or LED bulbs | | 1 | | 0 |
| | 75% of office lighting has been converted to CFL or LED bulbs | | 1 | | 0 |
| | Lights are controlled by motion sensors and/or timers | | 1 | | 0 |
| | Offices are lit using central lighting, rather than individual lamps | | 1 | | 0 |
| | Passive lighting (sunlight) is utilised. | | 1 | | 0 |
| | Employees utilize break room appliances rather than having personal appliances e.g. coffee pot, microwave, refrigerator, etc. | | 2 | | 0 |
| | No work station is permitted to use individual heaters or fans | | 1 | | 0 |
| | Coffee makers use multiserving pots, not single serve pods | | 1 | | 0 |
| | Office supplies water fountains / coolers, rather than bottled water | | 1 | | 0 |
| | No more than 2 microwaves per 20 employees | | 1 | | 0 |
| | No more than 1 full sized refrigerator per 20 employees | | 1 | | 0 |
| | Office supplies reusable Kitchenware (cups, plates, utensils) for employees | | 2 | | 0 |
| | Electrical power density is 11.84 watts per m ² or lower | | 2 | | 0 |
| | Electronics and lights are turned off in unoccupied areas, at the end of the day and on holiday. | | 2 | | 0 |
| | Printers/Copiers are centrally located on each floor and shared by everyone | | 2 | | 0 |
| | Printer/Copiers use economy print settings and default to double sided printing | | 1 | | 0 |
| | Staff are trained in sustainability practices | | 2 | | 0 |
| | Fire safety systems are installed in the building (e.g., halon/ CO ₂ fire expression systems) | | 1 | | 0 |
| | Office is configured to utilize open and shared spaces, rather than segmented into offices | | 1 | | 0 |
| | In lieu of offices, temporary work stations are provided to employees who spend <60% of working hours at the facility | | 1 | | 0 |
| | Employees are instructed to unplug cellphones and other personal electronics when not in active use | | 1 | | 0 |
| No more than six (6) outlets provided per work station | | 1 | | 0 | |
| No more than two (2) monitors provided per work station | | 1 | | 0 | |
| Employees utilize laptop computers, rather than desktops or all-in-one setups | | 1 | | 0 | |
| TOTAL | | | 35 | | 0 |
| Facilities - Heating/Cooling | 75% or more of appliances and equipment is energy efficient. | | 1 | | 0 |
| | Hot water generating system is checked annually | | 1 | | 0 |
| | Temperatures are set at 78 degrees F in summer and 68 degrees F in winter | | 2 | | 0 |
| | The heating system is inspected annually. | | 1 | | 0 |
| | An efficiency evaluation of the building's energy usage has been completed. | | 2 | | 0 |
| | Refrigerant used for air conditioning does not contain CFCs or HCFCs. | | 1 | | 0 |
| | Insulation and window seals are checked annually and repaired. | | 2 | | 0 |
| | Thermostats are automated to prevent frequent adjustment | | 1 | | 0 |
| TOTAL | | | 11 | | 0 |
| Facilities - Solid Waste | There is a system in place to monitor or measure waste production. | | 2 | | 0 |
| | There is a waste reduction program in place. | | 2 | | 0 |
| | Contractors provide annual reports of your waste output | | 1 | | 0 |
| | 100% of employees use direct deposit (Check ALL fields if 100%) | | 1 | | 0 |
| | 75% of employees use direct deposit | | 1 | | 0 |
| | The office recycles paper according to New York City standards | | 1 | | 0 |
| | The office recycles aluminum according to New York City standards | | 1 | | 0 |
| The office recycles glass according to New York City standards | | 1 | | 0 | |
| The office recycles plastic according to New York City standards | | 1 | | 0 | |

| | | | | | |
|--------------------|--|----------|-----------|----------|-------------|
| | The office recycles hazardous materials (batteries, bulbs, etc) according to New York City standards | | 1 | | 0 |
| | All waste disposal and recycling bins are centrally located and labeled clearly for proper use | | 2 | | 0 |
| | TOTAL | | 14 | | 0 |
| Facilities - Water | All pipes are checked for leaks and fixed immediately | | 1 | | 0 |
| | There are low flow appliances installed | | 2 | | 0 |
| | Grey water is kept separate from black water and is recycled | | 2 | | 0 |
| | Water use is monitored monthly or annually | | 1 | | 0 |
| | TOTAL | | 6 | | 0 |
| Procurement | There is a designated person that keeps track of the purchasing of office supplies and materials. | | 1 | | 0 |
| | More than 75% of purchased electricity qualifies as green electricity. | | 2 | | 0 |
| | Incentives and/or other options for energy and/or environmental management are utilized. | | 1 | | 0 |
| | Only purchase paper be composed of >30% recycled material | | 1 | | 0 |
| | All disposable Kitchenware is made from >30% recycled material | | 1 | | 0 |
| | Refrain from purchasing any product that uses excessive packaging (individual servings) | | 1 | | 0 |
| | No Styrofoam products are purchased | | 1 | | 0 |
| TOTAL | | 8 | | 0 | |
| Events | Meetings are held in the Mission when possible. | | 1 | | 0 |
| | Public transportation and/or carpooling is used when meetings are held at the UN or other rented facility. | | 2 | | 0 |
| | Vegetarian options are offered at catered events. | | 1 | | 0 |
| | China and/or reusable dishware at catered events. | | 1 | | 0 |
| | TOTAL | | 5 | | 0 |
| Travel | Air miles traveled per year are monitored and minimized. | | 1 | | 0 |
| | Miles traveled by motor vehicles per year are monitored and minimized. | | 1 | | 0 |
| | A vehicle fleet management system has been adopted. | | 1 | | 0 |
| | Low / No emission vehicles are used when travel is necessary (e.g. hybrids, electric cars, or low gas consumption vehicles). | | 1 | | 0 |
| | Vehicles are maintained regularly to meet emissions standards | | 1 | | 0 |
| | More than 50% of employees use alternative methods of transportation to single-occupancy vehicles. | | 1 | | 0 |
| | Ride sharing services and/or other transportation incentives are provided. | | 1 | | 0 |
| | Public transportation is encouraged by the Mission. | | 1 | | 0 |
| | There is a bike rack accessible from the office. | | 1 | | 0 |
| | TOTAL | | 9 | | 0 |
| Miscellaneous | We nominate another Mission to participate in the Greening Program | | 2 | | 0 |
| OVERALL | TOTAL | | 90 | | 0 |
| | | | | | 0.0% |