



Lehigh University Sustainable Office Program

Checklist of action items

Last edited 1/20/2015

Instructions:

Complete as many items as seems feasible for your office. You **MUST** complete at least one item from each category (except Innovation Projects). Based on the number of completed actions, you will receive one of the following levels of certification:

Bronze: 30 actions

Silver: 60 actions

Gold: 90 actions

Platinum: 120 actions

When you're finished, submit the list of actions your office completed using this link:

https://lehigh.co1.qualtrics.com/SE/?SID=SV_8iywnqsQtAwexPn

Thanks for participating in the Sustainable Office Program!

Participation & Engagement

- We discussed the Sustainable Office Program at a staff meeting.
- We have a designated Sustainable Office Representative.
- Our director or dean supports our office pursuing Sustainable Office Certification.
- At least 75% of our office supports participation in the Sustainable Office Program.
- We encourage staff to spend breaks and lunch hours outside of the office.
- Our department website has a link to the Office of Sustainability or the Sustainable Office Program.
- We provide information about our environmental policies to new staff.
- We publicize our sustainability accomplishments and events to the Lehigh community.
- We inspired another group to pursue the Sustainable Office Program.
- We share ideas for additional sustainability features in our office with Facilities Services or the Office of Sustainability.
- We created a Sustainable Office bulletin board with info about eco-friendly practices and events.
- The President's Climate Commitment or the Sustainability Plan is displayed in our office.
- We introduce new employees to the Sustainable Office Program and invite them to participate.
- We recognize employees who support office sustainability practices.
- We each have a plant in our office.
- We follow Lehigh Office of Sustainability on Facebook.
- A member of our office is part of our stem's Green Team.
- We encourage staff to attend workshops of Socially Responsible Investment (SRI).
- We integrate sustainability into our office's performance reviews.
- We integrate sustainability into our new hire job descriptions.

Climate & Energy

- All electronics are turned off or unplugged at night and when not in use.
- Our computer monitors go into sleep mode after 5-20 minutes of inactivity, computers after 30-60 minutes.
- Other electronic equipment (printers, copy machines, etc.) go into sleep mode when inactive.
- We turn off lights in unoccupied common areas (kitchen, bathroom, mail room, etc.).
- Our thermostats are set to 75-78 degrees in summer and 69-72 degrees in winter.
- We have posted reminders to turn off lights and electronics when not in use.
- We shut all windows when AC or heat is running.
- We utilize natural day lighting when possible.
- We installed compact fluorescent light bulbs (CFLs) or LEDs in all task lighting.
- We lower curtains and blinds at the end of the day.
- We send an email to staff before holidays and breaks containing an energy saving checklist.
- We have power strips at each of our workstations and turn them off over weekends and breaks.
- We eliminated most personal appliances from our office (heaters, fans, mini-fridges, coffee makers).
- We have posted reminders near thermostats to remind staff about temperature settings.
- We replaced all old cathode ray tube (CRT) computer monitors with newer LCD monitors.
- We only purchase Energy Star or EPEAT-rated printers, computers and monitors.
- We read and understand how our building's heating and cooling works.
- We encourage staff to use the stairs instead of the elevator.
- We talked to our staff about addressing thermal comfort with appropriate clothing.
- We hold a "Power-Down Day" once a month.
- We examined our networked printers and other electronic devices, and contacted LTS about consolidating use.
- We evaluated our office for motion sensor lighting and submitted a work order to upgrade appropriate switches.
- We switched to department printers rather than individual printers.
- Our vending machines are equipped with Vending Misers.

Food & Dining

- We prevent food waste at events/meetings through proper planning and handling.
- We post fliers in a common space about the Bethlehem Farmer's Market during market season.
- We encourage staff to use a reusable mug and water bottle in and out of the office.
- Vegetarian options are offered for all catered meals.
- Our office does not purchase Styrofoam products.
- Our staff is encouraged to bring meals in a reusable/recyclable/compostable container.
- We order water and beverages in reusable pitchers instead of individual bottles.
- We order buffet-style dining instead of individually-boxed meals.

- We select catering options that use reusable, recyclable or compostable products.
- We opt for china service when hosting Lehigh catered events.
- In our kitchen/break room, we have reusable mugs, dishware and silverware available for staff and visitors.
- We purchase bleach-free 100% post-consumer recycled content paper products.
- We request or provide food that is locally and sustainably grown.
- We arrange to have composting receptacles at all catered events.
- We discourage staff from bringing Styrofoam take-out containers to the office.
- We purchase naturally-derived/biodegradable soap in common areas.
- We purchase coffee and tea that is certified Fair Trade, direct trade, shade grown or organic.
- We use refillable containers for sugar, salt and condiments.
- We purchase coffee makers with a thermal carafe rather than a conventional hot plate.

Purchasing

- We purchase office supplies from the green product list at Office Depot.
- We signed up for the Office Depot reusable tote program.
- We make supply orders in bulk to reduce the frequency of deliveries.
- Our paper products (copy paper, envelopes, post-it notes) contain at least 30% recycled content.
- We purchase high-yield and/or remanufactured toner and ink cartridges.
- We reuse office supplies and refrain from making these purchases.
- We reuse packaging or request that vendors take back unused packaging.
- We assessed office items and identified opportunities for more sustainable purchasing.
- We request that suppliers use the minimum amount of packaging necessary.
- We seek gently used items from Asa's Attic/Service Building before seeking new items.
- We purchase office supplies that are eco-friendly in ways other than recycled content.
- We choose vendors (preferably local) who promote and practice sustainability.
- We set a quantifiable goal to reduce spending on office supplies and developed a strategy to achieve it.
- We assessed our paper usage with LTS and set a quantifiable goal and strategy for reduction.
- We consider product life cycle when we make purchases.
- We only use 100% recycled content copy paper.
- We only purchase paper products that are FSC, SFI, or Green Seal certified.
- We purchase centralized and multi-function devices.
- We evaluate suppliers' environmental practices and product performance in the RFP process.
- We reduced our orders of "giveaways" and the products we still purchase are "eco-friendly".
- We avoid purchasing paper with heavy or neon dyes.
- We purchase eco-friendly cleaners (non-toxic, biodegradable).

- We purchase and use refillable pens.
- We purchase rechargeable batteries.
- We select USA-made or organic cotton when ordering apparel.
- We purchase furniture with recycled content, certified wood, etc.

Community Building & Social Equity

- The Principles of Our Equitable Community is displayed prominently in our office.
- Members of our office volunteer in the annual Move-Out Collection Drive.
- We report safety and security concerns to the appropriate department.
- A member of our office has Safe Zone certification.
- Our office participates in the biannual Lehigh Day of Caring.
- We encourage staff to attend diversity and inclusion workshops offered on campus.
- We host gatherings to promote sustainability (mug contests, book swaps, vegetarian potlucks, etc.)
- We encourage staff to take part in or attend campus sustainability events.
- We drafted a one-page statement explaining how our discipline relates to sustainability.
- Our office promotes wellness by having one or more of the following: wellness stations where employees can exercise or stretch during breaks, a wellness champion who makes wellness announcements in a department meeting, or regular safety trainings.
- We consult the Faculty Recruitment Guide when we search for new hires.
- We invite students and staff from other departments to annual brown bag lunches to receive input in our operations and build relationships with them.

Transportation

- We take a bus between Mountaintop campus and Asa Packer campus for meetings/conferences.
- We prioritize shared transportation when traveling to and from the airport for Lehigh-related travel.
- We encourage staff to walk or carpool when leaving campus for lunch.
- We discussed alternate transportation options at a staff meeting.
- We completed the transportation inventory.
- We explore greener transportation options when planning work-related travel.
- There are adequate bike racks for staff near our buildings.
- For Lehigh-related travel, we consider lodging with one of the following certifications: US EPA Energy Star Label for Hospitality, LEED, Green Hotels Association, or EcoRoom.
- We posted transportation options (including ride sharing) in our office.
- We developed a “Green Travel” policy for our office.
- We reduce off-campus commuters by organizing teleconferences, webinars and virtual meetings.
- We reduce employee travel with flexible scheduling and remote access, when possible.

- We bring transportation options to the attention of new employees.
- We have a designated department bicycle to share for campus transportation.
- We purchase hybrid or alternative fuel vehicles for our office.
- We offset carbon dioxide emissions from work-related travel.

Waste

- All trash bins are paired with a recycling bin.
- We have signage by recycling bins describing what is recyclable.
- We participate in the yearly e-waste collection event.
- We recycle toner and ink cartridges through Printing & Mailing Services.
- We set double sided printing to default on our computers.
- We reuse interoffice envelopes when sending campus mail.
- We encourage staff to e-catalog documents rather than printing and filing.
- We reviewed proper recycling practices at a staff meeting.
- We participate in the TerraCycle recycling program through the Purchasing Office.
- We distribute electronic versions of documents and avoid paper copies.
- We accurately estimate large quantities of copies, catalogs, brochures to avoid surplus.
- We request that external print jobs sent to Printing & Mailing Services or external companies be completed on paper with at least 30% recycled content and using naturally-derived inks.
- We collect plastic film for recycling on campus.
- We are members of Lehigh's OneCard program.
- We conducted a waste audit and shared results with staff.
- We recycle packing material through Mail at Campus Square.
- We requested that ABM services staff only change bin liners when necessary.
- We designated an area for sharing reusable office supplies.
- We reduce mail by sharing newsletters, catalogs and magazines.
- We conducted a second waste audit to assess improvement since the first audit.
- We set a quantitative goal for waste reduction and developed a strategy to achieve it.
- Our office garbage cans are emptied once a week.
- We have a bin for collecting small e-waste.
- We have bins to collect batteries for recycling.
- We encourage staff to add "Please consider the environment before printing" to their email signature.
- We receive and store faxes electronically.
- We contacted catalog distributors to receive fewer unwanted publications.
- We compile scrap paper to be reused.
- We allow subscribers of our newsletter to opt out of the paper version.
- Our office has more recycling bins than trash bins.
- We take steps to reduce hazardous substances in our laboratories.
- We properly store, inventory and dispose of hazardous substances.
- For recurring events, we avoid printing dates on signs/posters/banners so they can be reused.
- We discourage single-use coffee cups and recognize staff that use reusable coffee mugs.

- We eliminated individual office trash bins in favor of community trash bins.
- We contact the Office of Sustainability before engaging in a large office cleanout.
- We opt for reusable towels instead of paper towels or electric hand dryers.
- We implemented a composting program.
- We use a drip coffee maker, or if we have a Keurig we use reusable K-cups.
- All of our employees use paperless direct deposit.

Water

- We report water leaks by submitting a work order to Facilities Services.
- We have posted reminders to conserve water.
- We discourage staff from bringing bottled water to the office.
- We do not offer individually bottled water in our office.
- We replaced our bottled water service with a water filtration system or switched to tap water.

Events & Meetings

- We provide clearly marked recycling bins at events.
- We select appropriately-sized spaces for events/meetings.
- We host paperless meetings whenever possible.
- We provide reusable mugs or remind attendees to bring a reusable mug.
- We ask presenters to provide electronic handouts or reading materials instead of paper versions.
- We hold e-meetings whenever possible.
- We consult the Zero Waste guide when planning events.
- We ensure that the events we hold are low to zero waste.
- We hold an event during Earth Month.
- We have a table at the Earth Day Fair.
- We hosted a Zero Waste event and educated attendees about Zero Waste.

Innovative Projects

Describe any sustainability initiatives your office has completed that are not on this list.