



Lehigh University Sustainable Office Program

FAQ's:

Lehigh University's Sustainable Office Program is a voluntary, self-guided program designed for staff to take the lead on promoting environmental practices in the workplace. The certification process includes specific questions that address day-to-day behavior such as regularly turning off the lights when you leave the office, waste reduction and recycling. By taking action in a variety of topic areas, offices can reduce their environmental footprint, be responsible stewards of university's resources, and contribute to Lehigh's sustainability goals and commitments.

Why was this program developed?

Lehigh University is committed to integrating sustainability throughout the university, including among staff in the workplace. The Sustainable Office program was created in 2014 to aid the university in achieving sustainability goals outlined in the 2009 Climate Commitment and the 2012 Sustainability Plan. The program is designed to engage staff on important topics, save money and resources, build a strong university community, and ensure a sustainable future for our campus.

What are the goals of the program?

- *Raise awareness, educate, and provide measurable guidelines for reducing the impact of your office's operations*
- *Conserve water, save energy, minimize waste and save money*
- *Further integrate sustainability into campus culture*
- *Support the University's Climate Commitment and Sustainability Plan*
- *Promote campus policies that support sustainability*
- *Recognize and reward leadership in sustainability*

Why should my office participate in this program?

- **Recognition:** upon completion of each tier, your office will receive a certificate to display in a public area, a logo to place on your website and communications, and recognition through Lehigh's Office of Sustainability
- **Support:** the Sustainable Office team is here to support your efforts, encourage your projects and provide help when you encounter roadblocks
- **Pride:** your office's efforts contribute to a more sustainable Lehigh and help us conserve resources, save money, and build a more sustainable community

How do you define an "office"?

For the sake of this program, we define an "office" as a contiguous work area that shares common areas and resources. An entire department may constitute an office or there may be dozens of offices within one department. Offices big and small are welcome to participate! Please include part-time and full-time staff, students (including interns) and faculty. Your office should include kitchens, meeting rooms, storage rooms and other commonly shared areas.

What are the levels of certification?

There are four levels of the Sustainable Office Program. To achieve a level of certification, your office must complete the following number of actions:

Bronze: 30 actions Silver: 60 actions Gold: 90 actions Platinum: 120 actions

You may always recertify your office to achieve a higher level of certification.

How will our office be evaluated?

Each tier consists of a series of pre-selected action steps in nine categories, with opportunities for innovative projects specific to your office. In order to receive certification, your office must complete each action in the tier checklist, along with two additional or unique projects. A Green Office team member will meet with office members and conduct walk-throughs of your office space to confirm actions have been completed.