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

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

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

Thanks for participating in the Sustainable Office Program!
# 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 Mountain Hawk Design and Print Center?

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

After filling out the Baseline Survey, the Office of Sustainability will be in contact with you to schedule an appointment to go over the survey and explain the last step of the Sustainable Office Program.