



Lehigh University

Sustainable Office Program

BASELINE SURVEY

Instructions:

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

Thanks for participating in the Sustainable Office Program!

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

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

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 Printing & Mailing Services?

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