



Lehigh University

Sustainable Office Program

BASELINE SURVEY

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!

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

Energy

Total # of computers towers

Total # of laptops

Total # of computer monitors

Total # of light switches

Total # of light switches with motion sensors

Total # of power strips in use

Total # of networked printers/copiers

Total # of personal/desk printers/copiers

Total # of thermostats

Total # of adjustable thermostats

Total # of desk lamps

Total # of incandescent bulbs (ignore overhead lights)

Total # of CFL or LED bulbs (ignore overhead lights)

Total # of full-size refrigerators

Total # of mini-fridges

Total # of toasters

Total # of microwaves

Total # of coffee makers (not Keurig)

Total # of single pod coffee makers

Total # of water coolers

Total # of drinking fountains

Total # of personal fans

Total # of space heaters

Total # of Energy Star rated electronics/appliances

Waste & Recycling

Total # of recycling bins

Total # of recycling bins with a recycling sign

Look into the recycling bins in your office/department/college. 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

Total # of trash cans

Total # of trash cans with trash sign

Look into the trash bins in your office/department/college. 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

Total # of reams of paper purchased each year

Total # of reams of paper with >30% recycled content

Total # of copies (newsletters, fliers, etc) printed each year

Total # of employees with direct deposit

Total # of employees who are members of the OneCard program

Office/Department/College Space

Please respond to the following questions with YES, NO or N/A:

Does your office/department/college offer individually bottled water or have water service?

Do you have reusable mugs, dishware and silverware available in your office/department/college kitchen/break room?

Do you have a wellness station (for exercise or stretching)?

Is there a bike rack accessible from your office/department/college?

Does your office/department/college purchase Styrofoam products?

Does your office/department/college participate in the biannual [e-waste collection](#) event?

Does your office/department/college recycle toner and ink cartridges through Mountain Hawk Design and Print Center?

Does your office/department/college have a space designated for office supply reuse?

Is purchasing in your office/department/college done through one designated person?

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

Transportation

Total # of employees that take a bus between Mountaintop campus and Asa Packer campus for meetings/conferences.

Total # of employees that commute to work in a single-occupancy vehicle.

Total # of employees that participate in flexible scheduling or remote access.

Community Engagement

Total # of employees that attended diversity and inclusion workshops in the last year.

Total # of employees that participated in a Lehigh Day of Caring in the last year.

Total # of employees that volunteering in the last annual Move-Out Collection Drive.

Total # of employees that have Safe Zone certification.

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.