



Lehigh University

Sustainable Office Program

CHECKLIST OF ACTIONS

Instructions:

Complete as many items as seems feasible for your office. You **MUST** complete at least one item from each category (except Innovative 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

Thanks for participating in the Sustainable Office Program!

Participation & Engagement



1. We discussed the Sustainable Office Program at a staff/faculty meeting.
2. We have a designated Sustainable Office Representative.
3. Our director or dean supports our office pursuing Sustainable Office Certification.
4. At least 75% of our office/department/college supports participation in the Sustainable Office Program.
5. We encourage faculty and staff to spend breaks and lunch hours outside of the office.
6. Our office/department/college website has a link to the [Office of Sustainability](#) or the [Sustainable Office Program](#).
7. We provide information about our environmental policies to new faculty and/or staff.
8. We publicize our sustainability accomplishments and events to the Lehigh community.
9. We inspired another group to pursue the Sustainable Office Program.
10. We share ideas for additional sustainability features in our office/department/college with Facilities Services or the [Office of Sustainability](#).
11. We created a Sustainable Office bulletin board with info about eco-friendly practices and events.
12. The [President's Climate Commitment](#) or the [Campus Sustainability Plan 2020](#) is displayed in our office/department/college.
13. We sent the link to the [Campus Sustainability Plan 2020](#) to all staff and/or faculty.
14. We introduce new employees to the [Sustainable Office Program](#) and invite them to participate.
15. We recognize employees who support sustainability practices.
16. We each have a plant in our office.
17. We like [Sustainability at Lehigh University](#) on Facebook.
18. We follow [LehighSustainability](#) on Instagram.
19. We integrate sustainability into our performance reviews.
20. We integrate sustainability into our new hire job description

Climate & Energy

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

Food & Dining

1. We prevent food waste at events/meetings through proper planning and handling.
2. We post fliers in a common space about the [Bethlehem Farmers Market](#).
3. We encourage staff and faculty to use a [reusable mug](#) and water bottle in and out of the office.
4. Vegetarian options are offered for all catered meals.

5. Our office/department/college does not purchase Styrofoam products.
6. Our staff and faculty are encouraged to bring meals in a reusable/recyclable/compostable container.
7. We order water and beverages in reusable pitchers instead of individual bottles.
8. We order buffet-style dining instead of individually-boxed meals.
9. We select catering options that use reusable, recyclable or compostable products.
10. We opt for china service when hosting [Lehigh catered](#) events.
11. In our kitchen/break room, we have reusable mugs, dishware and silverware available for staff/faculty and visitors.
12. We purchase bleach-free 100% post-consumer recycled content paper products.
13. We request or provide food that is locally (150miles) or sustainably grown.
14. We discourage staff and faculty from bringing Styrofoam take-out containers to the office.
15. We purchase naturally-derived/biodegradable soap for common areas.
16. We purchase coffee and tea that is certified [Fair Trade](#), [direct trade](#), shade grown or organic.
17. We have eliminated single-use sugar, salt and condiments packets and now use refillable containers.
18. We purchase coffee makers with a thermal carafe rather than a conventional hot plate.
19. We use a drip coffee maker, or if we use a Keurig machine, we only use reusable K-Cups.

Purchasing

1. We purchase office supplies from the [Green Product list](#) at WB Mason.
2. We make supply orders in bulk to reduce the frequency of deliveries.
3. Our paper products (copy paper, envelopes, post-it notes) contain at least 30% recycled content.
4. We purchase high-yield and/or remanufactured toner and ink cartridges.
5. We have a designated area to share reusable office supplies and refrain from making these purchases.
6. We reuse packaging or request that vendors take back unused packaging.
7. We assessed office items and identified opportunities for more sustainable purchasing.
8. We request that suppliers use the minimum amount of packaging necessary.
9. We seek gently used items from the Surplus Warehouse before seeking new items.
10. We purchase office supplies that are eco-friendly in ways other than recycled content.
11. We choose vendors (preferably local) who promote and practice sustainability.
12. We set a quantifiable goal to reduce spending on office supplies and developed a strategy to achieve it.
13. We assessed our paper usage with LTS and set a quantifiable goal and strategy for reduction.

14. We consider product life cycle when we make purchases.
15. We only use 100% recycled content copy paper.
16. We only purchase paper products that are [FSC](#), [SFI](#), or [Green Seal](#) certified.
17. We purchase centralized and multi-function devices such as printers and copiers.
18. We evaluate suppliers' environmental practices and product performance in the RFP process.
19. We reduced our orders of "giveaways" and the products we still purchase are "eco-friendly".
20. We avoid purchasing paper with heavy or neon dyes.
21. We purchase eco-friendly cleaners (non-toxic, biodegradable).
22. We purchase and use refillable pens.
23. We purchase rechargeable batteries.
24. We select USA-made or organic cotton when ordering apparel.
25. We purchase furniture with recycled content, certified wood, etc.

Community Building & Social Equity

1. The [Principles of Our Equitable Community](#) is displayed prominently in our office/department/college.
2. Members of our office/department/college volunteer in the annual [Move-Out Collection Drive](#).
3. We report safety and security concerns to the appropriate department.
4. Members of our office/department/college have attended at least 1 [LUally training](#) opportunity.
5. Members of our office/department/college have participated in [RAD training](#).
6. Members of our office/department/college participate in the biannual Lehigh Day of Caring.
7. We encourage staff and faculty to attend diversity and inclusion workshops offered on campus.
8. We host gatherings to promote sustainability (mug contests, book swaps, vegetarian potlucks, etc.)
9. We encourage staff and faculty to take part in or attend campus sustainability events.
10. We drafted and shared a statement explaining how our discipline relates to sustainability.
11. Our office/department/college 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.
12. Our office/department/college actively participates in the [BeWell](#) program.
13. We consult the [Faculty Recruitment Guide](#) when we search for new hires.
14. We invite students and staff/faculty from other departments to annual brown bag lunches to receive input in our operations and build relationships with them.

Transportation

1. We take a [bus](#) between Mountaintop campus and Asa Packer campus for meetings/conferences.
2. We prioritize shared transportation when traveling to and from the airport for Lehigh-related travel.
3. We encourage staff and faculty to walk or carpool when leaving campus for lunch.
4. We discussed alternate transportation options at a staff and/or faculty meeting.
5. We explore greener transportation options when planning work-related travel.
6. There are adequate bike racks for staff/faculty near our buildings; if not, we've contacted [Bob Bruneio](#), Director of Transportation.
7. 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](#).
8. We posted [transportation options](#) (including ride sharing) in our office/department/college.
9. We developed a "Green Travel" policy for our office/department/college.
10. We reduce off-campus commuters by organizing teleconferences, webinars and virtual meetings.
11. We reduce employee travel with flexible scheduling and remote access, when possible.
12. We notified employees of the [Zimride](#) platform and encourage employees to carpool using this platform.
13. We bring transportation options to the attention of new employees.
14. We have a designated department bicycle to share for campus transportation.
15. We purchase hybrid or alternative fuel vehicles for our office/department/college.
16. We offset carbon dioxide emissions from work-related travel.

Waste

1. All trash bins are paired with a recycling bin.
2. We have [signage](#) by recycling bins describing what is recyclable.
3. We participate in the yearly [e-waste](#) collection event.
4. We recycle toner and ink cartridges through [Mountain Hawk Printing & Mailing Center](#).
5. We set [double sided printing](#) to default on our computers.
6. We reuse interoffice envelopes when sending campus mail.
7. We encourage staff and faculty to e-catalog documents rather than printing and filing.
8. We reviewed proper recycling practices at a staff/faculty meeting.
9. We distribute electronic versions of documents and avoid paper copies.
10. We accurately estimate large quantities of copies, catalogs, brochures to avoid surplus.

11. We request that external print jobs sent to [Mountain Hawk Print & Design](#) or external companies be completed on paper with at least 30% recycled content and using naturally-derived inks.
12. We collect [plastic film](#) for recycling on campus.
13. We conducted a waste audit and shared results with staff and faculty.
14. We recycle packing material through Mail at Campus Square.
15. We requested that ABM services staff only change bin liners when necessary.
16. We designated an area for sharing reusable office supplies.
17. We reduce mail by sharing newsletters, catalogs and magazines.
18. We conducted a second waste audit to assess improvement since the first audit.
19. We set a quantitative goal for waste reduction and developed a strategy to achieve it.
20. Our office garbage cans are emptied once a week.
21. We have a bin for collecting small e-waste.
22. We have bins to collect [batteries for recycling](#).
23. We encourage staff and faculty to add “Please consider the environment before printing” to their email signature.
24. We receive and store faxes electronically.
25. We assessed our printed forms and materials and transferred forms to electronic versions.
26. We contacted catalog distributors to receive fewer unwanted publications.
27. We compile scrap paper to be reused.
28. We allow subscribers of our newsletter to opt out of the paper version.
29. Our office/department/college has more recycling bins than trash bins.
30. We participate in the coffee mug refill program.
31. We [take steps](#) to reduce hazardous substances in our laboratories.
32. We properly store, inventory and dispose of hazardous substances.
33. For recurring events, we avoid printing dates on signs/posters/banners so they can be reused.
34. We discourage single-use coffee cups and recognize staff and faculty that use reusable coffee mugs.
35. We eliminated individual office trash bins in favor of community trash bins.
36. We contact the Office of Sustainability before engaging in a large office cleanout.
37. We opt for reusable towels instead of paper towels or electric hand dryers.
38. We implemented a composting program.
39. All of our employees use [paperless direct deposit](#).
40. We participate in the free k-cup recycling program through Purchasing Services.
41. Our office/department/college participates in the [Mini Bin Swap Program](#).

Water



1. We report water leaks by submitting a [work order](#) to Facilities Services.
2. We have posted [reminders](#) to conserve water.
3. We discourage staff and faculty from bringing bottled water to the office.
4. We do not offer individually bottled water in our office/department/college.
5. We replaced our bottled water service with a water filtration system or switched to tap water.

Events & Meetings



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

Innovative Projects

Describe any sustainability initiatives your office/department/college has completed that are not on this list. Each unique project may count for one point toward certification.

Bonus (5 points)

Describe in a couple of paragraphs how your office/department/college goals tie to the [Campus Sustainability Plan 2020](#) goals.

Bonus (3 points)

Nominate an additional office to participate in the Sustainable Office Program by providing the office name, employee name, email, and phone number.

Bonus (3 points)

Agree to mentor another office through the certification process. This may include email communication, personal experience advice, and/or check-ins. If it is a different office than the one you previously nominated, please provide the office name, employee name, email, and phone number.