



Green Office Certification Check List

Awareness

- Suscribe to our news letter
- Dessigante an Awareness Steward
- Share green information with coworkers
- Include green office efforts in hiring packets
- Get other offices involved

Transportation

- Take the bus, carpool, or ride a bike to work
- Desigante a Transportation Steward
- Use alternative transport to go to meetings (biking, walking, bus, etc)

Wellness

- Have a wellness champion in the office
- Participate in Healthpoint Wellness Programs
- Have healthy food options at office events
- Encourage employees to take walking breaks
- Place plants around the office
- Encourage Walking Meetings

Waste & Recycling

- Recycle and Reuse!
- Set printer to double-sided printing
- Use reusable K-cups
- Eliminate individual trash cans
- Use E-Documents instead of printing
- Use reusable dish wear (waterbottles, cups, silverware, plates, etc.)

Energy & Water

- Participate in Longhorn Light's Out
- Post reminders by light switches to turn of the lights
- Consolidate electronics to a power strip that can be turned off when not being used.
- Have one central printer
- Buy energy star certified equipment

Inovation

- Come up with new and innovative ideas to make your office more sustainable
- Encourage other offices to become more sustainable