

AWARENESS

	Who	Action	Tips	Office Details (input your info here!)		Points Possible	Points Earned	Additional Info	Participant Notes
				Full Time	Part Time				
A	Office Occupants	The number of office members who are signed up to receive the Office of Sustainability email newsletter. Please specify number of members under "Office Details."	Sign up for the Office of Sustainability here			3		1 point earned for over 20% of the office, 2 points earned for over 40% of the office, 3 points earned for over 60% of the office	
B	Green Steward	We have created a green board to share materials about the Green Offices Program and sustainability on Campus and the community.	Find out more about creating a Green Board	SELECT		3			
C	Awareness Steward	We have appointed a designated Awareness Steward to inspire the office. Please specify how you completed this and what the awareness steward's responsibilities are in "Participant Notes."	Find out more about the role of the Awareness Steward	SELECT		2			
D	Office Occupants	We include our Green Offices efforts in hiring packets received by new staff.		SELECT		2			
E	Office Occupants	The number of office members who have volunteered at a sustainability/ environmentally related service activity.	Click here for ideas			3		1 point earned for over 20% of the office, 2 points earned for over 40% of the office, 3 points earned for over 60% of the office	
F	Office Occupants	We have had a green social or incorporated a sustainability theme into one of our meetings.		SELECT		2			
G	Office Occupants	We have inspired at least one other office or department to participate in the Green Offices Program. Please include the office name in "Participant Notes." The office must email the Green Offices team officially registering for the program.		SELECT		3			
H	Green Steward for recertifying office	We display our Green Offices certificate in a place of prominence in our office and have our Green Offices sticker placed on or around the main entry to the office space.	If you are not a recertifying office, please select N/a	SELECT		1	0		
I	Office Occupants of recertifying office	We have taken a full office picture with our Green Offices certificate and sent it to Green Offices (greenoffices@austin.utexas.edu)	If you are not a recertifying office, please select N/a	SELECT		1	0		

TRANSPORTATION									
	Who	Action	Tips	Office Details (input your info here!)		Points Possible	Points Earned	Additional Info	Participant Notes
				Full Time	Part Time				
A	Office Occupants	The total number of office members who take alternative transportation (bike, Cap Metro, walk, etc.) or carpool to work as their main form of transportation. Please specify number of members under "Office Details."				3		1 point earned for over 20% of the office, 2 points earned for over 40% of the office, 3 points earned for over 60% of the office	
B	Transportation Steward	We have a designated office Transportation Steward who is responsible for sharing information about alternative transportation options and bike safety at staff meetings or on our Green Board. The Steward is also responsible for evaluating carpool potential every semester.	Click here for information about alternative transportation and bike safety		SELECT	3			
C	Transportation Steward	We encourage employees to use alternative transport (walking, biking, bus, etc) to meetings on or around campus.	UT Shuttle Map		SELECT	3			
D	Office Occupants	When travel is required for work, we do not fly to destinations that are within 500 miles of our office. We choose to carpool, take a train or drive a green or highly-efficient vehicle when possible.	Click here for information about less carbon intensive forms of travel.		SELECT	3			

WELLNESS									
	Who	Action	Tips	Office Details (input your info here!)		Points Possible	Points Earned	Additional Info	Participant Notes
				Full Time	Part Time				
A	Office Occupants	The number of office members who have completed at least three of the suggested Wellness credits on the list provided. Please specify number of members under "Office Details."	Click here for a list of Wellness credits			3		1 point earned for over 20% of the office, 2 points earned for over 40% of the office, 3 points earned for over 60% of the office	
B	Wellness Champion	Our office has a Wellness Champion. Wellness Champions receive periodic updates on wellness events as well as invitation to luncheons. To become a Wellness Champion email healthpoint.wellness@austin.utexas.edu.	Learn more about becoming a Wellness Champion.	SELECT		1			
C	Office Occupants	The number of office members that regularly participate in one or more Healthpoint Wellness programs (e.g. Farm to Work, RecSports), have attended a Healthpoint Wellness event, or regularly go to one of the exercise facilities.	Learn more about Healthpoint Wellness Programs			3			
D	Office Management	Management supports and/or provides incentives to employees to participate in Healthpoint Wellness events such as chair massages and attending meditation workshops.	Click here to learn more about Healthpoint Wellness Programs	SELECT		1		1 point earned for over 20% of the office, 2 points earned for over 40% of the office, 3 points earned for over 60% of the office	
E	Office Occupants	Our office commits to offering healthy options with a lower carbon footprint and less packaging if food is served during business meetings or team events.	These include vegetarian/ vegan options or chicken/egg and local, seasonal produce.	SELECT		2			
F	Office Management	Our office encourages employees to take wellness breaks from their desk through walks or desk stretches.	Learn more about desk exercises and ergonomics	SELECT		1			
G	Office Management	Our office has incorporated plants into our office space. Plants are shown to increase mental and physical health, productivity, and creativity.	Learn more about incorporating plants into your office space.	SELECT		2			
H	Office Management	Our office encourages and has held walking meetings when possible and appropriate.	Click here to access healthy meeting guidelines	SELECT		2			

ENERGY & WATER								
	Who	Action	Tips	Office Details (input your info)	Points Possible	Points Earned	Additional Info	Participant Notes
A	Office Occupants	We participate in Longhorn Lights Out each month. You can sign up to participate on emails sent out each month.	Click here for more info	SELECT	1			
B	Office Occupants	We have placed signage and turn off lights in offices, conference rooms, and common spaces when not in use.		SELECT	1			
C	Green Steward	We have engaged with our office's IT department or taken actions to schedule office electronics to minimize energy use.	Learn about easy ways to save energy on your computer.	SELECT	3			
D	Office Occupants	We consolidate electronics on a power strip that can be turned off when not in use and we unplug phone and battery chargers when not in use.		SELECT	2			
E	Office Occupants	All of the office thermostats are kept within the recommended range of 68-74 degrees Fahrenheit during the day and changed to the recommended temperature based on building type during the night.	See recommended temperature here.	SELECT	1			
F	Office Occupants	We have eliminated space heaters. Space heaters can interfere with the thermostat's temperature readings so we recommend dressing for building conditions instead (e.g. casual Fridays).		SELECT	1			
G	Office Occupants	We have eliminated use of all personal printers and instead use networked printers. Make sure networked printers are on econ or sleep mode when not in use and turned off at the end of the day.		SELECT	3			
H	Office Occupants	We share resources such as refrigerators, coffee makers, and microwaves instead of maintaining them for personal use. When buying new equipment we recommend Energy Star certified equipment.		SELECT	2			

WASTE & RECYCLING

	Who	Action	Tips	Office Details (input your info here!)		Points Possible	Points Earned	Additional Info	Participant Notes
				Full Time	Part Time				
A	Office Occupants	We have a method of collecting scrap paper for reuse within the office. If we have excess, we find another user for it (see tips).	Donate scrap paper to the Sanger Learning Center by contacting slc.desk@austin.utexas.edu. Or donate it to the Child Development Center (via Document Solutions) or turn it into notepads through Document Solutions.	SELECT		1			
B	Office Occupants	All our networked printers are defaulted to double-sided printing.		SELECT		3			
C	Office Occupants	We have decreased the number of documents we print by increasing our use of e-documents and through other measures.	Information on how to decrease printed documents	SELECT		2			
D	Office Occupants	We recycle ink and toner cartridges.	All empty ink and toner cartridges can be placed in a sturdy box, marked with "Recycle", and left at Campus Mail stations. For large quantities, call Document Solutions at 512-471-5464 to schedule a pick up.	SELECT		2			
E	Office Occupants	Our office has eliminated the purchase of single use plastic bottles for office members and encourages use of reusable bottle and mugs.		SELECT		3			
F	Green Steward	We have a stock of mugs, cups, plates, and silverware for daily use and in meetings and do not buy single-use items.		SELECT		2			
G	Office Occupants	When ordering catering, we request that no single serve condiments (e.g. sugar, creamer, mayo, etc.) are brought, but rather provided in bulk.		SELECT		3			
H	Office Occupants	When ordering catering, we request that no single use silverware, cups, or plates, are brought, and instead use our own.		SELECT		3			

WASTE & RECYCLING CONTINUED									
	Who	Action	Tips	Office Details (input your info)		Points Possible	Points Earned	Additional Info	Participant Notes
				Full Time	Part Time				
I	Office Occupants	We do not have a Keurig machine, or if we do, we use a mesh reusable filter.	Mesh filter to replace K-cup pods	SELECT		2			
J	Office Occupants	We have eliminated individual office trash cans and encourage the use of larger shared trash cans or have recycling bins with hooked mini trashcans. All trash cans are paired with recycling bins in our office. All bins have signs.	Learn more about UT Resource Recovery's Zero Waste efforts on campus and download printable signs (scroll to bottom).	SELECT		2			
K	Office Occupants	If composting is available in our building, we have opted into breakroom composting.		SELECT		3		1 point earned for entry level (coffee grounds and paper towels) breakroom composting, 3 points earned for total composting.	
L	Office Occupants	We either compost our shredded paper on campus or use a vendor who recycles or composts it. Please specify the method/ vendor of disposal.	Austin Task and Balcones are known to recycle or compost shredded paper.	SELECT		2			
M	Office Occupants	We aim to recycle all office electronic waste (batteries, cell phones, computer accessories, etc.) through the proper channels - ITS, Surplus Property, EHS, or Office of Sustainability.	Click here for battery recycling details.	SELECT		2			
N	Office Occupants	The number of office members that participate in the Eco2Go program at university dining halls or bring packed lunch in a reusable container. Please specify number of members under "Office Details."				2		1 point earned for over 30% of the office, 2 points earned for over 50% of the office	

PURCHASING								
Who	Action	Tips	Office Details (input your info)	Points Possible	Points Earned	Additional Info	Participant Notes	
A	Office Occupants	When printing materials from UT Copy and Printing Services, we use their green printing options.	Information about green printing options	SELECT	2			
B	Green Steward	We have shared UT's specific recommendations with the employee(s) responsible for purchasing.	UT Commodity Specific Recommendations	SELECT	1			
C	Green Steward	All paper and paper products ordered by the office are certified by the Forest Stewardship Council and contain a percentage of post-consumer recycled content.	On UT Market --> Today's Business Solutions/Office Depot, look for the Eco-conscious AND Recycled content symbols. You can even filter for these in the left-hand column.	SELECT	2			
D	Office Occupants	In the kitchen/breakrooms we use environmentally friendly cleaning products where applicable.		SELECT	1			
E	Office Occupants	We purchase "Eco-conscious" or GreenerOffice items from Today's Business Solutions/Office Depot whenever possible.	As you search for a product, filter for Eco-conscious attributes in the left-hand column or peruse their GreenerOffice items (find this list at the bottom of the left-hand column while searching, under More Ways to Shop).	SELECT	1			
F	Office Occupants	The number of office members who use Surplus Property to look for used office supplies and furniture before making new purchases and donate all unwanted office supplies and furniture there.	Explore UT Surplus Property		3	1 point earned for over 20% of the office, 2 points earned for over 40% of the office, 3 points earned for over 60% of the office		
G	Office Occupants	We request recycling from UT Event Support and Moving Services whenever holding an event.	Request recycling here.	SELECT	1			
H	Office Occupants	In kitchens/breakrooms we provide condiments and items like sugar, salt, and beverages in bulk containers without individual packaging.		SELECT	2			
I	Office Management	We have a policy in place to always give priority to local and/or green products when purchasing.		SELECT	3			

INNOVATION								
	Who	Action	Tips	Office Details (input your info	Points Possible	Points Earned	Additional Info	Participant Notes
A	Office Occupants	We have come up with a new and innovative idea/practice to make our office more sustainable. Please specify the idea/practice in the "Participant Notes" section.		SELECT	3			
B	Office Occupants	We encourage sustainability though the campus facing work of our office. Please specify how in the "Participant Notes" section.		SELECT	3			