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**About the Program**

The Green Office Certification is an audit process customized for Notre Dame offices and departments interested in becoming more sustainable workplaces. With your help, we can reach the University goals of reducing carbon emissions by 50% per square foot and increasing waste diversion to 67%, both by 2030. The Green Office Certification program is designed to recognize the efforts of faculty and staff. Upon completion of the audit, participating offices will receive a certificate and will be acknowledged on the Offices of Sustainability’s website for their positive efforts.

**Scoring:**

The audit is divided into five focus areas: education, energy, waste, transportation, and purchasing. Some actions have been accorded more points than others based on the level of effort required. If an action is not applicable to your operation, it will not be included in the scoring. Partial credit is avaible if the workplace has made strides in this area but has not implemented it fully. For example, three points are available for not purchasing bottled water; if 33% of the office has committed not to buy individual water bottles for office or visitor use, one point is awarded. The actual audit consists of an interview with an office representative to assess current practices and an office visit by an Office of Sustainability staff member. Additionally, “innovation points” are awarded for creative solutions that an office has implemented to further their sustainability efforts above and beyond the current requirements. An example of an innovation point might be: removing all individual trash bins under desks and retaining only recycling bins.

**Certification Levels:**

Indicates that the office or department has received at least 40% of the available points from the audit.

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Indicates that the office or department has received at least 75% of the available points from the audit.



Indicates that the office or department has received at least 95% of the points available and has been awarded at least one innovation point.

**Process for Getting Started:**

To initiate the process, please complete the check certification checklist to the best of your ability and submit the form to the Office of Sustainability at [green@nd.edu](mailto:green@nd.edu). We will then contact you to schedule the audit. If you have any questions, please feel free to reach out at any time for guidance or more information.

**Audit Form**

Date: Primary Contact Name:

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of People in the Office (including part-time and student workers):

To complete the audit we require that a majority of your office or department has reviewed and understands the certification. This ensures a commitment to holding each other accountable to individual actions.

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**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes, we do this! | *Points Available* | Near Term (6mos) | Long Term (1-2yrs) |
| We have at least one Green Ambassador in our office |  | /1 |  |  |
| We remind co-workers of ways to be green through email in general correspondence |  | /2 |  |  |
| **Innovation Points** |  |  |  |  |
| [Write in] |  |  |  |  |
|  |  |  |  |  |
| **CATEGORY TOTAL** |  | /3 |

**ENERGY [Assessment] [Plan]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes, we do this! | *Points Available* | Near Term (6mos) | Long Term (1-2yrs) |
| Completed an office energy audit (see appendix) |  | /3 |  |  |
| **Lights** |  |  |  |  |
| We turn of all lights if we plan on leaving a room for longer than 15 minutes |  | /2 |  |  |
| All desk lamps have CFLs or LEDs |  | /2 |  |  |
| We have created and posted signage to remind employees to turn off lights |  | /1 |  |  |
| **Thermostats** |  |  |  |  |
| We have read and understand how our [building’s heating and cooling works](http://green.nd.edu/strategy/energy/thermostats/) |  | /1 |  |  |
| *(If applicable)* We keep our adjustable thermostat, below 75° in the heating season and between 70° and 75° in the cooling season |  | /1 |  |  |
| We do not have any space heaters in our office |  | /1 |  |  |
| **Appliances/Computers** |  |  |  |  |
| We turn off printers, copiers, computers, monitors and other appliances at night and on the weekends |  | /2 |  |  |
| We have our computers set to [sleep](https://green.nd.edu/sustainability-in-action/set-computers-to-sleep-automatically/) after 15min of non-use |  | /1 |  |  |
| We do not have any mini-fridges |  | /1 |  |  |
| We share appliances rather than purchasing individual refrigerators or printers (exception for label printer) |  | /2 |  |  |
| We commit to purchasing [Energy Star](https://green.nd.edu/sustainability-in-action/staff/efficient-computers-and-appliances/) certified appliances going forward |  | /2 |  |  |
| We use [smart strips](http://www.amazon.com/Smart-Strip-Protector-Autoswitching-Technology/dp/B0006PUDQK) |  | /1 |  |  |
| We have purchased an [Energy Star](https://green.nd.edu/sustainability-in-action/staff/efficient-computers-and-appliances/) appliance |  | /2 |  |  |
| **Innovation Points** |  |  |  |  |
| [Write in] |  |  |  |  |
|  |  |  |  |  |
| **CATEGORY TOTAL** |  | /22 |

**WASTE [Assessment] [Plan]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes, we do this! | *Points Available* | Near Term (6mos) | Long Term (1-2yrs) |
| **Reduce** |  |  |  |  |
| Black and white, [double-siding](https://green.nd.edu/sustainability-in-action/staff/duplex-printing/) printing is set as a default on our computers and copiers |  | /3 |  |  |
| We distribute memos, reports, campus-wide announcements, forms, and surveys electronically |  | /1 |  |  |
| We offer no individually bottled water |  | /3 |  |  |
| For recurring or annual events, we avoid printing dates and slogans on signs, posters, and banners so that they can be reused |  | /1 |  |  |
| **Reuse** |  |  |  |  |
| In our kitchen or break room we have one or more reusable [k-cups](http://www.amazon.com/gp/product/B005QOLSJ2/ref=s9_simh_gw_p79_d0_g325_i3?pf_rd_m=ATVPDKIKX0DER&pf_rd_s=center-2&pf_rd_r=0GFZCZVAK6ATP5FN4H8X&pf_rd_t=101&pf_rd_p=470938631&pf_rd_i=507846) for staff and visitor use |  | /1 |  |  |
| We have reusable mugs, glasses, plates and silverware for staff and visitor use |  | /1 |  |  |
| We opt for reusable towels |  | /1 |  |  |
| When hosting catered events, we opt for china service or provide reusable plates, glasses and silverware |  | /1 |  |  |
| **Recycle** |  |  |  |  |
| We are aware of the recycling policies and procedures at ND |  | /1 |  |  |
| We have posted signage that displays what goes in the trash and recycling in break rooms and common areas |  | /1 |  |  |
| We properly recycle electronic waste through ND Surplus |  | /2 |  |  |
| We know where the nearest recycling center is for batteries, ink and toner cartridges on campus |  | /1 |  |  |
| We buy bulk drinks for the office when possible |  | /1 |  |  |
| **Innovation Points** |  |  |  |  |
| [Write in] |  |  |  |  |
|  |  |  |  |  |
| **CATEGORY TOTAL** |  | /18 |

**TRANSPORTATION [Assessment] [Plan]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes, we do this! | *Points Available* | Near Term (6mos) | Long Term (1-2yrs) |
| We encourage the use of public transportation and carpooling |  | /1 |  |  |
| We allow office members to telecommute when appropriate |  | /2 |  |  |
| 10% of people in the office have LEV stickers |  | /2 |  |  |
| Our office has a Zipcar account and we use it where appropriate |  | /1 |  |  |
| **Innovation Points** |  |  |  |  |
| [Write in] |  |  |  |  |
|  |  |  |  |  |
| **CATEGORY TOTAL** |  | /6 |

**PURCHASING [Assessment] [Plan]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes, we do this! | *Points Available* | Near Term (6mos) | Long Term (1-2yrs) |
| We consolidate Office Depot orders to be more than $50 to reduce excess trips |  | /2 |  |  |
| We use paper that contains at least 30 percent recycled content |  | /2 |  |  |
| We shop for office furniture at ND Surplus first before considering alternatives |  | /2 |  |  |
| We buy recycled or high capacity toner cartridges, |  | /1 |  |  |
| We buy rechargeable batteries |  | /1 |  |  |
| We purchase Fair Trade, direct trade, or shade grown coffee for our kitchen and common areas |  | /2 |  |  |
| For events, we opt for in season, locally produced food |  | /1 |  |  |
| **Innovation Points** |  |  |  |  |
| [Write in] |  |  |  |  |
|  |  |  |  |  |
| **CATEGORY TOTAL** |  | /11 |
|  |  |  |
| **TOTAL SCORE** |  | /60 |

**Appendix: ENERGY AUDIT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **# of Items** | **watts** | **hrs/day** | **watt hrs/day**  (items X watts X hrs) |
| **Appliances** |  |  |  |  |
| *Refrigerator (example)* | *1* | *160* | *24* | *3,840* |
| Refrigerator – Large |  | 160 |  |  |
| Refrigerator – Mini |  | 90 |  |  |
| Microwave |  | 1000 |  |  |
| Coffee Maker |  | 1200 |  |  |
| Keurig Coffee Maker |  | 19 |  |  |
| **Electronics** |  |  |  |  |
| Computer Speakers |  | 22 |  |  |
| Desktop Computer |  | 225 |  |  |
| Computer Monitor – 15” |  | 35 |  |  |
| Computer Laptop |  | 60 |  |  |
| Large Printer/Copier |  | 1400 |  |  |
| Small Desktop Printer |  | 100 |  |  |
| Television |  | 115 |  |  |
| **Heating/Cooling** |  |  |  |  |
| Air conditioner |  | 1100 |  |  |
| Portable fan |  | 115 |  |  |
| Space heater |  | 1000 |  |  |
| **Lighting** |  |  |  |  |
| Halogen floor lamp |  | 300 |  |  |
| Incandescent light bulb |  | 75 |  |  |
| Compact fluorescent light (CFL) bulb |  | 20 |  |  |
| LED light bulb |  | 8 |  |  |
| **Miscellaneous\*** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL electricity use of office/department per day:** | | | |  |
| **TOTAL electricity use in Kilowatt hours (divide above by 1000):** | | | |  |

**\***Please add in any other electronic device that is used in the office under the “Miscellaneous” category. Find the wattage of the device on the plug or bottom of the device.