



Waste Reduction

___ /6 points

1. Our recycling and landfill bins are paired together, properly labelled, and easily accessible.
2. If applicable, we champion the My Tiny Trash program by properly sorting our recyclables from landfill waste.



3. We recycle all of our used toner and printer cartridges, batteries, and small pieces of electronic waste by sending them through campus mail with the destination labelled "recycle".

Resources:

<https://sustainability.utk.edu/initiatives/recycling/e-waste-battery-recycling/>

4. We give all unwanted furniture and electronics to UT Surplus and never dispose of them ourselves.

Resources:

<https://forms.utk.edu/warehousing-surplus/surplus-equipment-form/>

5. All events that we plan are zero waste events coordinated with the Office of Sustainability.

Resources:

<https://sustainability.utk.edu/take-action/make-your-event-zero-waste/>

6. Our printers and computers default to double-sided printing.

Resources:

<https://sustainability.utk.edu/wp-content/uploads/sites/69/2020/01/Green-Office-Double-Sided-Printing-How-To.pdf>



Purchasing

___ /5 points

7. We do not purchase single-use water bottles, cups, plates, plastic utensils, etc. or stock them in our break room/kitchen.
8. We prevent unnecessary purchases by keeping all office supplies in a central location that can be accessed by all employees.
9. We always consult UT Surplus for acceptable options before buying new furniture or non-essential electronics.
10. When buying new, we purchase energy efficient models of all equipment, appliances, and electronics.

Resources:

<https://www.energystar.gov/products>

11. The printer paper that we purchase contains at least 30% recycled content.

Kitchen

___ /3 points

12. We make reusable plates, bowls, mugs, utensils, etc. are available for use by everyone in the office.
13. We share an energy efficient refrigerator among all employees and do not use any personal mini fridges.
14. All of our kitchen appliances are plugged into a smart power strip that is either turned off at the end of each day or placed on a timer.



Energy Savings

___ /5 points

15. We have LED bulbs and motion sensors installed in all of our light fixtures.

16. We use the following power saving settings on all of our computers: screensavers are turned off, “turn off display” is set for 10 minutes of inactivity, and “sleep mode” is set for 20 minutes of inactivity.

Resources:

<https://sustainability.utk.edu/wp-content/uploads/sites/69/2020/01/Green-Office-Power-Saving-Setting-How-To.pdf>

17. We do not use any personal heating or cooling appliances unless they are medically necessary.

18. We keep our windows shut when the heating and air conditioning are running, if applicable. On sunny days we keep our blinds open in the winter and closed in the summer to maximize heating and cooling potential.

19. We report all leaky faucets and thermostat issues to Facilities Services.

Transportation

___ /3 points

20. We walk, bike, ride the T, or drive an electric vehicle to meetings on campus when possible.

21. At least 20% of our office uses an alternative mode of transportation to get to work (walk, bike, take public transit, carpool, or drive an electric vehicle).

Resources:

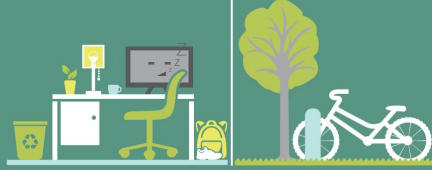
<http://www.knoxsmarthtrips.org/>

22. We purchase carbon offsets whenever one of our employees flies for work.

Here are some websites to check out:

<https://www.terrapass.com/>

<https://www.cooleffect.org/>



Communication

___ /4 points

- 23. We provide everyone with Green Office updates and reviews of sustainability issues at staff meetings on a quarterly basis.

- 24. We maintain an active Green Office Representative or Team that meets to re-evaluate Green Office priorities once each year.

- 25. Our Green Office Representative introduces all new employees to the office's sustainability practices and goals.

- 26. We post informational signs where appropriate to remind everyone to recycle properly, turn off lights, and conserve resources.

You can download Green Office posters here:
<https://sustainability.utk.edu/initiatives/green-office/>

Innovation

___ /___ points

- 27. We perform a sustainable action(s) that is not on this list. Please explain below:

- 28. We have committed to creating a plan for how our office is going to become more sustainable before the next time we re-certify as a Green Office.



Office Inventory

Filling out this section will help you identify areas to work on in your sustainability journey, as well as help the Office of Sustainability track the impact of the program.

Number of Full-Time Employees	
Number of Part-Time Employees, Interns, and Student Workers	
Total Number of Rooms in Office	
Number of Rooms with Motion Sensor Activated Lights	
Number of Personal Printers	
Number of Shared Printers/Copiers	
Number of Personal Space Heaters	
Number of Industrial or Single Pot Coffee Makers	
Number of Pod-Style Coffee Makers	
Number of Full-Size Refrigerators	
Number of Mini Fridges	