

# ADMINISTRATOR SUSTAINABILITY PLAYBOOK

In order to achieve the goals in the Sustainability Master Plan by 2030, we need your help! Think of this playbook as a guide to how you can live out the Plan.

## **Dress for the temperature.**

Put on a sweater before turning up the heat or switch on a fan before cranking the AC.

CONSERVE ENERGY

## **Remind your colleagues to power down**

lights, computers, and other equipment at the end of each day.

CONSERVE ENERGY

## **Reduce air travel.**

Consider a comparable virtual opportunity, go for a road trip, or if necessary, offset your department's flights.

CONSERVE ENERGY

## **Swap your regular lightbulbs for LEDs.**

Save energy and money on your electric bill.

CONSERVE ENERGY

## **Green your commute!**

Explore ways to walk, bike, take public transit, or carpool to campus at least once per week.

DRIVE LESS

## **Eat fewer animal products.**

Try offering more vegan or vegetarian options at events.

REDUCE WASTE

## **Make your events Zero Waste**

by requesting reusable or compostable service ware and filling out [this form](#).

REDUCE WASTE

## **Drink tap water!**

Encourage your department to phase out single-use water bottle purchases.

REDUCE WASTE

## **Keep a reusable mug, utensil set, container, bag in your office.**

Ask your department to use reusable kitchen ware instead of disposable ones.

REDUCE WASTE

# ADMINISTRATOR SUSTAINABILITY PLAYBOOK

In order to achieve the goals in the Sustainability Master Plan by 2030, we need your help! Think of this playbook as a guide to how you can live out the Plan.

## Eliminate junk mail

and opt-in to paperless billing for all your services.

Tip: check out [stopjunkmail.org](http://stopjunkmail.org) and the [FTC's website](#).

REDUCE WASTE

## Share stuff!

Office supplies, appliances, etc. -- ensure all supplies are accessible to everyone on your team to avoid duplicate purchases.

REDUCE WASTE

## Become a My Tiny Trash advocate.

Teach your team about what is and is not recyclable on campus according to guidelines found [here](#).

REDUCE WASTE

## Report leaks,

broken sprinklers, malfunctioning heating and cooling equipment to the Facilities One Call Line 865-946-7777.

SAVE WATER

## Become a Green Office.

Volunteer to be the sustainability rep for your office, make a plan, and get certified [here!](#)

LEARN & ENGAGE

## Advocate for more.

Express to deans and department heads that you'd like to see more sustainability-related courses on campus.

LEARN & ENGAGE

## Learn about it!

Audit a class, schedule a training with the Office of Sustainability for your department, or check out our [resource guide](#).

LEARN & ENGAGE

## Embed sustainability

into campus culture. Make a public statement regarding your support.

LEARN & ENGAGE

## Spread the word!

Include info about campus sustainability in annual team meetings. Encourage your staff to engage with these playbooks.

LEARN & ENGAGE