

>> Instructions
Please select your reply from the "Sound Like You?" column for each item on the checklist. You may provide additional info for any item, but those marked as yellow are required. You can clear any cell by selecting it and pressing "Delete".

Impact Area	Action	Our office completed this action if:	Points	Earned	Done	Applicable	Sound Like You?	Resources (on SharePoint)	Additional Info Required
Energy Use									
	Power prompts	We put up stickers or posters reminding people to turn off appliances, computers, and monitors.	1	0	✓	Everyone	Working on it	Prompt template	
	Lighting forget-me-nots	We provide stickers reminding employees to turn off lights when they leave their office or common spaces.	1	1	✓	Everyone	Done!	Prompt template	
	Equipment on the clock	Our printers and copiers enter energy savings mode when inactive for no more than 15 minutes.	1	0	✓	Everyone	Working on it		
	No phantom menace	We created a guideline for all staff to unplug electronic equipment or turn off powerbars overnight to reduce "phantom" power.	1	0	✓	Everyone	Working on it		
	Screen (power) savers	We set all computers to power down displays and monitors after a maximum of 10 inactive minutes.	1	1	✓	Everyone	Done!		
	Window wisdom	We encourage all employees to keep windows closed during cold days and hot days, and always keep them closed overnight. <i>Please describe</i>	1	0	✓	Applies	Working on it		
	Beneficial blinds	We encourage all employees to keep blinds and shades drawn down during hot summer days and always closed at night. <i>Please describe</i>	1	0	✓	Applies	Working on it		
	Show me the power	We provide a portable energy meter for employees to observe the energy usage of their devices.	2	0	✓	Everyone	Nothing yet		
	Smart plugs	We purchase only programmable power bars and set them to automatically turn off after-hours.	2	0	✓	Everyone	Nothing yet		
	One printer to rule them all	All of our printers are on the central network, and we discourage use of personal printers.	2	2	✓	Everyone	Done!		
Better bulbs	We have replaced overhead lights with high-efficiency fluorescent or LED bulbs for space that we own.	3	0	✓	Everyone	Unsure			
			3	3	✓	Everyone	Done!		We have radiators under our windows which we turn up/down as needed. Nobody uses a space heater just now but if someone brought one in, we'd direct them to the radiator controls.
Heater leaders	We discourage the use of space heaters in our offices. <i>Please describe</i>								
Energy alert	We have a strategy to use only core equipment and lighting during peak "demand days." <i>Please describe</i>		3	0	✓	Everyone	Working on it		
Waste									
	Black and blue	All of our offices are equipped with a blue recycling bin.	1	1	✓	Everyone	Done!		
	Colour coded	We worked with Plant Operations to ensure that all bins are a consistent colour (Blue Recycling, Grey paper, White fine paper)	1	1	✓	Everyone	Done!		
	Two-face	Our printers are set to print double-sided as the default.	1	1	✓	Everyone	Done!		
	Paper's looking fine	We supply office/fine paper bins next to all printers, with signage stating that it is for white and colour office paper.	1	1	✓	Everyone	Done!		
	e-waste, eh?	We have a collection bin for used batteries to be sent to the Safety Office, and properly uses the Central Stores e-waste program for all office equipment.	1	1	✓	Everyone	Done!		
	Diversion Devotion	We participate in campus-wide waste events such as Waste Reduction Week, or join community or other promotions related to waste	1	0	✓	Everyone	Working on it		
	Simple signs	We display proper signage to highlight what goes into each bin.	1	1	✓	Everyone	Done!		
	Halfway there	We have a "good on one side" bin for non-confidential paper that can be re-used.	1	1	✓	Everyone	Done!		
	Eco Events	We follow a standard procedure or checklist to minimize waste when planning events.	1	0	✓	Everyone	Working on it	Green Event Checklist	
	Who put that in there?	We conduct a waste audit once per year to describe what is going into our garbage bin, and share the results and next steps with our colleagues. <i>Please describe</i>	2	0	✓	Everyone	Nothing yet		
	Shoot for the cloud	We have a goal to go paperless, and to attempt to make documents available online whenever possible.	2	0	✓	Everyone	Nothing yet		
	Compost Crew	Our office has requested a green bin from Campus Compost to provide organic waste collection, OR we take home our own compost	2	2	✓	Everyone	i. volunteers take home compost	Campus Compost poster	We collect it and take it home; in the spring term Campus Compost will resume collection.
	Not in my office	Our staff have eliminated personal garbage bins from their offices and moved to centralized collection.	2	2	✓	Everyone	Done!		
	I've "bin" stranded	We worked with Plant Operations to ensure that all common area garbages are accompanied by a recycling bin.	2	2	✓	Everyone	Done!		
	Transportation								
	From A to B	We include information about sustainable commuting options into our onboarding.	1	0	✓	Everyone	Nothing yet	Transportation Guide	
	Joining in	We participate in campus-wide transportation events such as Bike Month and Carpool Week.	1	0	✓	Everyone	Working on it	Campaign materials provided	
	Super surveyors	We distribute information and encourage all staff to participate in annual travel surveys.	1	0	✓	Everyone	Working on it	Travel Survey provided	
	Share-a-ride	Our office encourages employees to find a carpool for all offsite meetings with more than one person attending. <i>Please describe</i>	1	0	✓	Applies	Nothing yet		
	A phone call will do	We use teleconferences and video calls whenever possible to avoid unnecessary trips. <i>Please describe</i>	1	0	✓	Applies	Unsure		
	How to get here	We include information on how to arrive by bus, carpooling, walking, and biking when planning events.	1	0	✓	Everyone	Working on it	Green Event Checklist	
	Take the tracks	We encourage green transportation options for long-distance trips, such as renting a hybrid vehicle, or taking the train.	1	0	✓	Applies	Working on it		
	Community CarShare	Our office has a corporate membership in Community CarShare to promote sustainable business travel.	2	0	✓	Applies	Nothing yet		
	Community Access BikeShare	Our office supplies memberships to staff for Community Access BikeShare to promote sustainable travel and physical activity at work.	2	0	✓	Applies	Nothing yet		
	9-5 without the drive	i) 30-40% of our office walks, bikes, busses, or carpools (1pt) ii) 40-50% of our office walks, bikes, busses, or carpools (2pts) iii) >50% of our office walks, bikes, busses, or carpools (3pts)	3	0	✓	Everyone	Unsure		
Rule the leaderboard	Our staff have a sub-group set up on gotravelwise.ca and at least 50% of our office regularly tracks their commuting trips.	3	0	✓	Everyone	Nothing yet			
Grounds and Spaces									
	Not just for tree huggers	We collect an annual donation from employees to plant a tree on campus.	1	0	✓	Everyone	Nothing yet		
	Walk and talk	When appropriate, we hold walking or outdoor meetings to encourage physical activity, relax the mind, and reconnect with our green spaces on campus.	1	0	✓	Everyone	Nothing yet		
	Community Clean Up	Our office participates in the annual Community Clean Up on or around campus.	1	0	✓	Everyone	Nothing yet	Campaign materials provided	
	Make it come alive	All our common spaces have indoor plants to clean the air and liven up the area.	1	1	✓	Everyone	Done!		
Food									
	Big, bad, bottles	We encourage our colleagues to use reusable water bottles. <i>Please describe</i>	1	1	✓	Everyone	Done!		We do not buy bottled water for the office; we fill up two large bottles from the kitchen tap and keep them in the fridge for drinking water and for use in the kettle and coffee machine.
	Lug-a-mug	We promote the Lug-a-Mug program to save money and reduce waste from coffee cups. <i>Please describe</i>	1	0	✓	Everyone	Working on it		
	Green cupboards	We provide ceramic/reusable plates and cutlery in lounges.	1	1	✓	Applies	Done!		
	Straight from the farm	We promote fresh, local food options to employees, including our campus community gardens, Food Services Farm Market, and community markets. <i>Please describe</i>	1	0	✓	Everyone	Working on it		
	A good brew	All coffee and tea provided in common areas or lounges is Fairtrade or RainForest Alliance certified.	2	2	✓	Applies	Done!		
	Meets without meats	We always provide vegetarian or vegan options as part of our event checklist, and request from vendors to source local food where possible.	2	2	✓	Everyone	Done!	Green Event Checklist	
	No k(iller) cups	Our lounges: i. we provide a third-party recycling system (ie Terracycle) that can properly dispose of coffee pods (1 pt) OR ii. supply reusable coffee filters and fresh ground coffee, and we discourage use of disposable coffee pods (2 pts)	2	2	✓	Applies	ii. Yes - fresh filters & coffee		
Litterless lunches	We host campaigns or encourage staff to have garbage-free lunches.	3	0	✓	Everyone	Working on it			
Procurement									
	BYE BYE V.O.C.	We require all furniture purchases to have low or no volatile organic compounds (VOCs) to eliminate toxic chemicals in the air.	1	0	✓	Everyone	Nothing yet		
	Looking upstream	Our office includes environmental criteria when purchasing furniture, such as recycled content, renewable materials (bamboo, corn plastic), and reusability.	1	0	✓	Everyone	Nothing yet		
	Surplus store	Before purchasing furniture, we check with Central Stores to see if there are existing options available for re-use.	1	1	✓	Everyone	Done!		
	Publically paper-smart	All of our external reports are printed on FSC certified paper and contain a statement of the impact generated by the report.	0	0	✓	N/A - no external printing	Not Applicable		
	A green clean	All light duty cleaning supplies such as dish-soap and multi-surface cleaner have an environmental certification.	1	1	✓	Applies	Done!		
	Green pillows	We provide information on green hotels for when employees attend conferences or out-of-town trips.	1	0	✓	Applies	Working on it	Booking Green Hotels	
	Tree helper	All of our office printers use paper at least 30% post-consumer recycled content.	1	1	✓	Everyone	Done!		
	Tree saver	Our office exclusively purchases FSC (Forest Stewardship Council) or SFI (Sustainable Forestry Initiative) certified 100% post-consumer paper for our printers.	2	0	✓	Everyone	Working on it		
	STAR power	Our Office exclusively purchases EnergySTAR certified computers and appliances.	2	2	✓	Everyone	Done!		
	EPEAT's where it's at	All computers and monitor purchases in our office are certified EPEAT silver or higher.	2	0	✓	Everyone	Unsure		
Show me what you've got	We require vendors to list their commitments to and actions on environmental sustainability and factor this into our final decision on all RFPs. <i>Please describe</i>	2	0	✓	Everyone	Working on it			

