

# GREEN YOUR OFFICE!



Small practices in the workspace add up to make a big impact. The Green Office Certification program at the University of Washington recognizes staff, faculty, and students for making their office more environmentally sustainable, and encourages them to adopt other sustainable practices when possible. Below are some examples of steps offices can take to become Green Office Certified.

1

## Green Meetings

- Send meeting agendas/information electronically or verbally instead of printing for each meeting participant
- Ask presenters/speakers to use slide presentations as opposed to printed handouts and make their slide presentations available electronically to participants

2

## Transportation

- Allow staff to telecommute when possible
- Implement an incentive program for employees to purchase and use the U-Pass (i.e. rewards/parties)

3

## Publications & Marketing Communications

- Produce posters or use paperless means to promote events or causes rather than mass distributing brochures or flyers
- Use email for inter-office announcements, rather than printing posters or flyers

4

## Other

- Plants at workstations
- Make sure employees are aware of the UW Climate Action Plan and familiar with its policies
- Encourage employees to join a UW Green Team

5

## Energy

- Turn off lights when not in use
- Equip your office with Energy Star/EPEAT rated products

6

## Paper Conservation

- Install printers and copiers with duplex printing capability
- Track the number of pages printed and display a graph to encourage print reduction

7

## Waste Reduction

- Participate in the UW composting program (i.e. place a compost bin in your office's common area)
- Include information about the University's recycling and composting programs and a link to the UW Recycling & Solid Waste's website ([uwrecycling.com](http://uwrecycling.com)) in new employee orientation

8

## Purchasing

- When items like office furniture and larger equipment are needed, check UW Surplus Property for used items first



## WHAT IS GREEN OFFICE CERTIFICATION?

The Green Office Certification program recognizes offices at the UW which are taking steps to be sustainable. Qualifying offices are certified as Gold, Silver or Bronze based on the criteria they meet. It is open to all offices at the University and simply requires filling out a short survey about office sustainability practices in various categories (e.g. energy, transportation, green meetings, paper conservation, etc.). Apply at [green.uw.edu/green-office/apply](http://green.uw.edu/green-office/apply)

## WHY BECOME GREEN OFFICE-CERTIFIED?

All certified offices are recognized for their efforts with free specialty coffee from Husky Grind and a printable certificate. Your office will also be listed on our Certified Offices page: [green.uw.edu/green-office/list](http://green.uw.edu/green-office/list)

## HOW DOES AN OFFICE BECOME CERTIFIED?

If you would like to improve your score on the Green Office application, the UW Sustainability office is here to help! Just email us at [sustainability@uw.edu](mailto:sustainability@uw.edu) for a free, in-person consultation, or visit the Green Office website for other resources or information: [green.uw.edu/green-office/resources](http://green.uw.edu/green-office/resources)