

YORK UNIVERSITY GREEN OFFICE PROGRAM

The Green Office program is designed to enable offices across the university to incorporate a wide variety of sustainable practices into their day to day operations, and to recognize those offices already incorporating green ideas. Focusing on dozens of actions in key areas such as waste, energy, transportation, purchasing and change, the Green Office program provides guidance on how to make sustainable choices that contribute to York University's overall sustainability goals.

How to Use

1. Confirm permission for your office to participate in the Green Office program (from your Director, Office Manager or appropriate authority).
2. Review the Green Office checklist for more information on the actions that your office can take. You may want to go through these materials at a staff meeting.
3. Input contact info on summary page.
4. Complete all 5 checklist pages by accessing the appropriate tabs below. Enter Y to indicate that your office has taken the stated action, or N if your office has not taken this action. For numerical answers, input the correct number in the cell provided. If you are planning on completing some of these actions but haven't yet, you can always complete another survey in the future to get a new score once those actions are completed.
5. Check final tally - the survey will automatically tabulate your score out of 100 - and have your Director or Office Administrator sign off on the results.
6. Once complete, save as [office name or number]_GreenOffice_2012.xlsx and email to sustainability@yorku.ca with 'Green Office' in the subject line.

You will be contacted by sustainability staff regarding the certification of your workplace as a Green Office.



Thank you for participating!

sustainability@yorku

YORK UNIVERSITY GREEN OFFICE SCORECARD



CONTACT PERSON _____

EMAIL _____

PHONE _____

UNIT or DEPARTMENT _____

BUILDING _____

OFFICE LOCATION (number or floor) _____

NO. of OFFICE MEMBERS _____

APPROVED BY (Director, Office Manager or designate) _____

SUMMARY

WASTE 0 / 30

ENERGY 0 / 20

TRANSPORTATION 0 / 30

PURCHASING 0 / 10

CHANGE 0 / 10

TOTAL SCORE 0 / 100



1. WASTE

Waste Reduction

Please enter Y or N in the space provided below

All members of our office:

- 1.1 Use electronic files instead of printed files whenever practical (i.e. email and/or scan documents rather than printing or photocopying)
- 1.2 Print double-sided in draft mode to save paper and ink whenever possible
- 1.3 [Select 'Narrow Margins' on page setup, or manually adjust margins and font to use fewer pages per print job whenever possible](#)
- 1.4 Circulate documents electronically before meetings and presentations rather than printing handouts
- 1.5 [Print multiple slides per page if slide presentations must be printed](#)
- 1.6 [Consider using York Printing Services\[1\] for larger print jobs](#)
- 1.7 Save used (one-sided) paper in your office and use as scrap paper for notes
- 1.8 Share seldom-used equipment and supplies rather than providing one per office (i.e. hole punches, shredders)
- 1.9 Save all unused and lightly used supplies like folders and binders and place them in a central location for re-use
- 1.10 Use filtered tap water instead of bottled water
- 1.11 Use reusable mugs, glasses, water bottles, dishes and utensils at the workplace
- 1.12 Decline plastic bags and/or bring reusable bags when making a purchase on campus

Y/N	Points Earned	Points Available
	0	2
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1

Our office has:

- 1.13 Electronic newsletters and publications instead of printed versions (wherever possible)
- 1.14 Requested that our fax number be removed from fax solicitations to save paper, or have these forwarded electronically to an email address
- 1.15 Low-flow faucets or an aerator on all taps to conserve water, or has requested these

	0	1
	0	1
	0	1

Waste Diversion

All members of our office:

	Y/N	Points Earned	Points Available
1.16		0	2
1.17		0	1
1.18		0	1
1.19		0	1

Our Office Sustainability Ambassador (or designate):

1.20		0	2
1.21		0	1
1.22		0	1
1.23		0	1
1.24		0	1
1.25		0	1

Our office has:

1.26		0	1
1.27		0	1

TOTAL WASTE

0 30

[1] York Printing Services is a Forest Stewardship Council (FSC) certified printer. FSC is an international certification and labeling system dedicated to promoting responsible management of the world's forests.

2. ENERGY

Please enter Y or N in the space provided below

	Y/N	Points Earned	Points Available
All members of our office:			
2.1	<input type="text"/>	0	2
2.2	<input type="text"/>	0	2
2.3	<input type="text"/>	0	2
2.4	<input type="text"/>	0	2
2.5	<input type="text"/>	0	1
2.6	<input type="text"/>	0	1
2.7	<input type="text"/>	0	1
2.8	<input type="text"/>	0	1
2.9	<input type="text"/>	0	2
Our Office Sustainability Ambassador (or designate):			
2.10	<input type="text"/>	0	1
2.11	<input type="text"/>	0	1
2.12	<input type="text"/>	0	2
Our Office:			
2.13	<input type="text"/>	0	2
TOTAL ENERGY		0	20

3. TRANSPORTATION

Please enter the appropriate numerical value for each category in the space provided below

	#	Points Earned	Available Points
3.1 Total number of people in our office:	1		
Total number of people who commute by:			5 pts. for every 20% of staff taking alternative transportation (half points for electric/hybrid vehicles)
Walking		0.0	
Cycling		0.0	
Public Transit		0.0	
Carpool		0.0	
Single occupancy electric or hybrid vehicle		0.0	
Single occupancy conventional vehicle		0.0	
	0	0.0	25

Please enter Y or N in the space provided below

	Y/N	Points Earned	Available Points
3.2 All members of our office: Use the free shuttle system to travel between campuses (when applicable)		0	1
3.3 Have joined Smart Commute online: (https://explore.smartcommute.ca/s/york-university)		0	1
3.4 Organize conference calls, virtual meetings, webinars and/or remote access instead of travel to meetings when practical		0	1
3.5 Our office: Promotes a bike-friendly workplace by providing information on cycling infrastructure such as bike lanes, lock-up areas and shower facilities		0	1
3.6 Is registered for the Zipcar or Enterprise Car Share program at York		0	1
TOTAL TRANSPORTATION		0	30

4. PURCHASING

Orders of FSC-certified recycled paper and Energy Star electronics are made through Procurement Services.

[For smaller purchases, our office exclusively sources Green Products¹ such as:](#)

- 4.1 Items that are reusable, recyclable, compostable/biodegradable, and with high “post-consumer” content (when available)
- 4.2 Locally made products (when available)
- 4.3 Non-chlorine bleached paper items (envelopes, folders, paper towels, napkins)
- 4.4 Items like sugar and milk in minimal packaging (i.e. milk carton instead of creamers)
- 4.5 [Fair-trade organic coffee \(i.e. York Las Nubes coffee\)](#)
- 4.6 Green cleaning products (i.e. eco-friendly dish soap)
- 4.7 FSC certified printer paper with at least 50% post-consumer recycled content

All members of our office:

- 4.8 [Explore used options through the York Surplus Asset program \(for York purchases\) and reYUse \(for personal purchases\)](#)

TOTAL PURCHASING

Please enter Y or N in the space provided below

Y/N	Points Earned	Points Available
<input type="text"/>	0	1
<input type="text"/>	0	1
<input type="text"/>	0	1
<input type="text"/>	0	1
<input type="text"/>	0	1
<input type="text"/>	0	1
<input type="text"/>	0	2
<input type="text"/>	0	2
	0	10

[1] Green Products can be sourced from York vendors, including the ‘EcoEasy’ Products from Staples. Please contact sustainability@yorku.ca for more information.

5. CHANGE

Please enter Y or N in the space provided below

	Y/N	Points Earned	Points Available
Our office:			
5.1 Has at least one Sustainability Ambassador	<input type="text"/>	0	5
5.2 Includes office sustainability as a regular item on staff meeting agendas	<input type="text"/>	0	1
5.3 Has reviewed the Green Office checklist at an office meeting	<input type="text"/>	0	1
5.4 Reviews office sustainability performance at least annually at an office meeting	<input type="text"/>	0	1
5.5 Has generated new action items for the Green Office checklist	<input type="text"/>	0	1
All members of our office:			
5.6 Have taken at least one sustainability pledge	<input type="text"/>	0	1
TOTAL CHANGE		0	10

BONUS (optional):

Our ideas for the Green Office program are:

- a)
- b)
- c)