

Dickinson Green Office Checklist



This checklist will help you identify the dimensions of sustainability in your office spaces and departmental operations. Our hope is that by evaluating these actions, behaviors may change to increase sustainability at Dickinson. Contact sustainability@dickinson.edu for more information on how to use this checklist or to schedule an audit.

Total Points:		160			
ACTION/BEHAVIOR		Points Possible	Date 1:	Date 2:	Additional Information
ENERGY (21 pts)		21			
	We did an office/department inventory and removed all unnecessary equipment/electronics.	4			
	We do not use personal appliances in our offices, including mini-fridge and space heaters.	4			
	Any new equipment we purchase is ENERGY STAR rated or most efficient option.	3			ENERGY STAR
	We shut down computers across the department at the end of the work day.	3			
	We use power strips and turn them off at night and over breaks where appropriate.	3			
	We turn off lights and use natural lighting when possible. Last person to leave turns off all lights.	2			
	We remind and educate others about energy saving tips.	1			Tips
	We utilize the Dickinson work order system to report energy/temperature concerns in our office.	1			Work Order
OFFICE MANAGEMENT (17 pts)		17			
	We audited our waste and discussed results with the Center for Sustainability Education.	4			
	We have eliminated all departmental printers and utilize a college networked printer only.	3			
	We have an office practice to use electronic filing and communications system, and avoid printing.	3			
	We unsubscribe from unwanted print magazines and/or junk mail.	2			
	We held a clean out day and promote recycling and reuse within the department.	2			
	We collect and make available one sided/scrap paper for reuse.	1			
	We have a place to share items (leftover food, treats, giveaways etc.) in our office spaces	1			
	We have set the printer to default to two-sided printing.	1			
INFRASTRUCTURE & PRACTICE (21 pts)		21			
	We utilize action plans to reduce our carbon footprints.	3			
	We practice "Bring Your Own" utensils, cups, plates, and straws to reduce use of disposable items.	3			
	We donate clothing to Free xChange in Allison Hall 1 or to U-Turn.	3			Free xChange
	We recycle all college-owned electronics through the campus e-waste recycling program.	2			E-Waste
	We bike, walk, or carpool to work and events when possible.	2			
	We provide a box for plastic bag/film recycling with signs indicating what can be recycled.	2			
	We use rechargeable batteries (instead of single-use disposable). We recycle all waste batteries.	2			
	We communicate our sustainability practices to all new employees.	1			
	We have discussed the waste systems with staff and have appropriate receptacles and signage.	1			
	We use taglines in our email signatures that encourage considering the environment impacts before printing out messages.	1			
	We recycle all printer cartridges.	1			Cartridge Recycling
PURCHASING (18 pts)		18			
	We have created a comprehensive inventory of office supplies to avoid over-ordering.	4			
	We purchase sustainable products. (Organic, local, Fair Trade, Certified B, and reusable)	3			Certified B
	We consider the % recycled content and amount of packaging associated with our purchases.	3			Packaging
	We bring reusable shopping bags when purchasing items.	3			
	We combine trips when using college vehicles.	2			
	We purchase food from our local farmers.	2			
	We get all our copy paper from Dickinson to ensure the highest quality recycled content.	1			
EVENTS & CATERING (31 pts)		31			
	We held at least one waste-free event, _____.	4			
	We hosted a meat-free event, _____.	4			Meat
	We make reusable dishware and utensils available from either CSE, Dining Services, or other.	4			
	We include at least 50% vegetarian or vegan options in all our catering orders.	3			
	We ask event attendees to "Bring your own bowl/cup/plate/utensils."	3			
	We advertise our events such as _____ to a diverse group of students.	3			
	We employ strategies to connect sustainability and community building (potlucks, localtunity, trips)	3			
	We reduce food waste at our events by ordering for a correct amount of people and encouraging attendees to consider their portion when serving or being served.	2			
	We have a compost receptacle for all food related events.	2			
	Our events have appropriate waste receptacles and signage.	1			
	We utilize waste icons at our events.	1			
	We advertise events (such as _____) digitally to avoid paper advertisements.	1			
KITCHEN, FOOD, AND WATER WASTE (16 pts)		16			
	In the kitchen, we have replaced disposables with reusable dishware (mugs, dishes, utensils, etc.).	4			

Our staff use EcoTainers and take advantage of the BYO mug discount at dining locations.	3			EcoTainer
We have eliminated the purchase of bottled water, water coolers or single-use disposable cups.	3			
We compost in our office/department.	3			
We use a shared kettle/coffee pot and avoid individual appliances or single use brew systems.	2			
We consider food packaging when ordering food to-go for on campus lunches.	1			
HUMAN HEALTH & INDOOR ENVIRONMENTAL QUALITY (7 pts)	7			
We have plants in our office space/department.	3			Indoor Plants
We do not use fragrant products, such as air fresheners.	2			VOC
We walk together.	1			
We have checked for mold or ventilation issues.	1			
FURNITURE (7 pts)	7			
We reuse furniture from other offices or Facilities before purchasing new office furniture.	4			
We utilize Facilities take-back or U-Turn (end of year) when getting rid of old furniture and appliances.	3			
INVOLVEMENT (22 pts)	22			
All our employees have completed their Green Devil Certification in the past 2 years.	4			Certification
We hosted a sustainability focused event (such as _____) or meeting and/or work to incorporate sustainability themes.	4			
We have an Eco-Rep and have notified all employees of who it is.	3			Eco-Reps
We support and attend local events within the Carlisle community, such as _____.	3			
We promote campus sustainability programming such as Exploring Our Place, Valley and Ridge, and the Sustain IT Workshop Series in our office/department.	2			Opportunities
We promote sustainability opportunities and events to other offices, such as _____.	2			
We participate in the EcoChallenge or another challenge focused on individual behavior change.	2			EcoChallenge
We inspired another office, _____, to work with CSE.	2			