



UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN  
GREEN OFFICE CERTIFICATION PROGRAM  
INSTITUTE FOR SUSTAINABILITY, ENERGY, AND ENVIRONMENT



University of Illinois Image Database



## Contents

Green Office Program – iSEE Green Certification .....	3
Green Office Commitment Form.....	4
Prerequisites .....	5
Significant Actions.....	6
Green Office Checklist.....	8



This Illinois Green Office Certification document was created by the Institute for Sustainability, Energy, and Environment. Please direct any comments or questions to [iseegreenoffice@gmail.com](mailto:iseegreenoffice@gmail.com) using the subject line “Green Office.”  
Last updated February 2020.

The [Illinois Climate Action Plan \(iCAP\)](#) is the strategic plan for campus sustainability at the University of Illinois at Urbana-Champaign. The iCAP was first written in 2010 and updated every five years through a public input process, with collaborative discussions from students, faculty, staff, and community members. Office procedures are a vital function on campus, and offices are key areas where we can align our campus values and practices with respect to sustainability.

This document provides a checklist to make your office more sustainable throughout the year, helping campus reach its iCAP objectives. It provides real, actionable, measurable steps your office can take to reduce the University's resource use. Along the way, offices can save time, money, and energy best put to other uses.

Contact iSEE at [iseegreenoffice@gmail.com](mailto:iseegreenoffice@gmail.com) if you would like to participate. An iSEE staff member will meet with you to go over our checklist. Department chairs then sign the commitment form to demonstrate senior staff sustainability leadership.

Offices that adopt sustainable practices are eligible for Green Certification. The greater the effort, the higher the certification. We offer Bronze, Silver, and Gold certificates as a formal recognition of sustainable practices.

When you earn Green Office Certification, proudly display your certificate in or near your office. This will help increase the visibility of the Certified Green Office Program, promote conversation, and increase participation.

Thank you for your interest in this meaningful and practical program.



# GREEN OFFICE COMMITMENT FORM

Sustainability Ambassador: \_\_\_\_\_

(please print)                      Name                      Title                      University Email

University Address: \_\_\_\_\_

Department: \_\_\_\_\_

Office Name (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Number of office employees: \_\_\_\_\_

What is currently the biggest opportunity for sustainability improvement in your office? What is currently your team's most sustainable practice?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I confirm to the best of my/our knowledge that our office is working toward making our practices more sustainable.

Signature of Department Chair / Program Chair                      University Email Address

The below members of our office sign to affirm that they have read and understand the University of Illinois Green Office Guide and commit to taking action to improve daily office sustainability.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Submitted: \_\_\_\_\_

Once complete, send this form by mail to the Institute for Sustainability, Energy, and Environment at the National Soybean Research Center, 1101 W. Peabody Drive, Urbana, IL 61801. Or email a scanned copy to [iseegreenoffice@gmail.com](mailto:iseegreenoffice@gmail.com) with the subject line "Green Office." A Green Office Certification staff member will then contact you.

## Ways to Green Your Office

We hope that this guide will assist you in adopting sustainable practices in your office and in encouraging others to do so as well. The Institute for Sustainability, Energy, and Environment is pleased to offer advice, support, and encouragement as you work to make our University a better place. We pledge to assist you in earning your Green Office Certification.

### Other Ways to Participate in Campus Sustainability

#### Participate in iCAP Meetings

Students, staff, and faculty are invited to attend once-a-month input sessions to provide suggestions about the Illinois Climate Action Plan (iCAP) 2020. The day of the week and time varies in an effort to include as many participants as possible.

For more details, see the iSEE website or email [iseegreenoffice@gmail.com](mailto:iseegreenoffice@gmail.com).

Check our newsletter for upcoming special events and opportunities.

### Prerequisites for Certification:

Prior to Certification:

- 1) Select a Sustainability Ambassador to be the point of contact for sustainability efforts.
- 2) Use a minimum of 30% recycled copy paper only. Bulk pricing is available from Facilities & Services (F&S) through iStores in iBuy.
- 3) Turn off lights, monitors, and other unused devices on nights and weekends the majority of the time.
- 4) Offer at least one vegetarian (or vegan) option equivalent to a meat-based dish at every department-hosted event.
- 5) Make sure your department has — and uses — clearly labeled recycling bins on a regular basis. Contact [F&S](#) if you need bins.



**Turn off Lights** — Use daylight or task lights when possible instead of overhead lights. Install LED light bulbs in desk lamps and fixtures. Check with co-workers and administrators when modifying any lighting, and inquire with your Facility Manager about automating lighting controls.

**Put up Signage near Light Switches** — prompting people to turn off lights when not in use.

**Participate in Illini Lights Out** — Form a team of student volunteers to participate in [Illini Lights Out](#).

**Smart Plugs** — Smart plugs enable you to turn devices on and off from your smartphone, enabling you to conserve energy by turning equipment off when it is no longer needed. They can also measure and record the power usage of any device and increase its operating lifespan through more efficient use and scheduling. Please read operating manuals to determine if equipment can be plugged into a smart plug, and speak to the Facility Manager to ensure safety in the building.

**Have Communal Appliances** — (coffee pots, printers, and so on) instead of individual ones where possible.

**Report Dripping and Leaking Faucets** — Contact your Facility Manager or submit a [Facilities & Services work ticket](#) to report a drip or leak whenever you see one. Do not assume someone else has already reported it!

**Pull down Window Shades** — in at least one room when the AC is on, and pull them up when heat is on.

**Use Separate Power Strips** — or another tool to make it easy to switch off monitors and other peripheral electronics without cutting off the CPU.

**Close Windows and Do Not Use Space Heaters** — Work with your Facility Manager and F&S to ensure comfort in your space. Typical space heaters use ten times more energy than the average refrigerator, and they can lead to energy costs as the building's cooling system attempts to compensate for their additional heat. Keep an extra sweater on hand to adjust to fluctuating temperatures, as it may be difficult to adjust some spaces to suit the preferences of all occupants.

**Recycle** — Make reducing waste easy by ensuring recycling and landfill bins are clearly labeled with standardized recycling and landfill signage. These may be downloaded from the F&S website. If you need additional recycling bins, contact your Facility Manager or F&S.

**Find Special Recycling and Reuse Collections** — Take batteries, light fixtures, and other items to designated collection locations. Find out more by visiting the [F&S Website](#).

**Paper** — Make double-sided printing your default printing setting to reduce paper use. Use a minimum of 30% recycled copy paper only. Bulk pricing is available from F&S through iStores in iBuy. Reuse single-sided paper collected from drafts to reduce paper use.

**Collect and Reuse Scrap Paper** — Print informal documents on used paper. Cut up scrap paper into slips for notes. Paper with outdated letterhead may be recycled into notepads through [Document Services](#).

**Recycle Printer Cartridges** — Suppliers now usually include a mailing label and instructions in new printer cartridge boxes for returning used cartridges.

**Share Supplies** — Work with neighboring labs and offices to share supplies instead of buying new. Use [Campus Surplus](#) to repurpose larger items, such as furniture and electronics.

**Eliminate Use of Disposable Cups** — Use a mug or a reusable coffee cup. Have extras on-hand for meetings.

**Eliminate Use of Single-Use Coffee Pods** — Use a reusable coffee filter and don't purchase individual packets of sugar and creamer. Eliminate use of stirrers. (Supplies left over from events may be used.)

**Eliminate Use of Bottled Water** — Encourage staff and visitors to use tap water and reusable water bottles.

**Eliminate the Circulation of Unwanted Mail** — Call vendors to remove names from catalog mailing lists. Ask vendors and suppliers for mailings and catalogs in electronic form. Mark mail for former employees "Return to Sender/Not at This Address," and return to the mail stream.

**Use and Encourage Use of Public Transportation, Walking, and Bike Riding** — Post a bus route map, and include a map in any information sent to visitors. Make sure employees know their i-Cards may be used as a bus pass.

**Suggest Teleconferencing** — Not every meeting must be face-to-face. Learn how to set up Skype, Zoom, and telephone conferencing, and suggest this option when appropriate.

**Host a Green Event** — Check out iSEE's [Sustainable Green Event Guide](#) to find out ways to green your event — big or small.

**Bronze level certification:** 8-10 actions

**Silver level certification:** 11-15 actions

**Gold level certification:** 16 or more actions.

To get started, contact [iseegreenoffice@gmail.com](mailto:iseegreenoffice@gmail.com) to meet with the iSEE Greener Campus Programs staff. The certifying office must have at least one action item from each of **four** categories. Certification is ultimately at the discretion of iSEE.

For re-certification after one year, please check off continuing actions.

## 1 POINT PER ACTION

### ***ENERGY CONSERVATION***

- Turn off lights and use daylight, or use task lights
- Turn off lights when leaving office for significant time periods
- Turn hall lights off if standby lights are adequate
- Use motion-sensor lighting
- Use LED lights instead of fluorescents. Ask your Facility Manager about making this change.
- Order and use “Not in Use? Turn off the Juice” light switch covers or similarly worded signage
- Use equipment as instructed in operating manual
- Turn off equipment when not in use
- Provide regularly scheduled equipment maintenance
- Use smart plugs to turn devices on and off from your smartphone

- Use separate power strips or another tool to make it easy to switch off monitors without cutting off the CPU
- Close windows when HVAC is on
- Pull down window shades in at least one room when the AC is on, and pull them up when the heat is on
- Remove all space heaters
- Use and encourage use of public transportation, walking, and bike riding
- Use teleconferencing for one conference someone in your office would normally attend in person
- Take a train or carpool to a conference instead of using air travel

**TOTAL POINTS FOR SECTION:**

### ***WATER CONSERVATION***

- Report dripping and leaking faucets promptly

**TOTAL POINTS FOR SECTION:**

### ***WASTE REDUCTION***

- Consider all other options before purchasing anything new
- Drop off unwanted University property (such as chairs, tables, and cabinets), and pick up free items at Campus Surplus (for University use only)
- Regularly purchase products with reduced packaging



- Pledge to use the campus recycling system for any office generated recyclables
- Return Styrofoam shipping boxes
- Bring waste Styrofoam to [Urbana DART](#) for recycling
- Reduce single-use plastics by 50% (or eliminate altogether!)
- Eliminate purchase of bottled drinking water
- Use communal appliances (coffee pots, printers, and so on) instead of individual ones where possible
- Eliminate use of disposable cups
- Use reusable dishes and tableware instead of disposable ones
- Work with a caterer to reduce waste in department functions
- Implement a food waste reduction program
- Implement a composting/food waste diversion program
- Take advantage of vendor recycling and take-back programs
- Recycle all batteries and portable electronics
- Recycle printer ink and toner cartridges
- Recycle writing instruments
- Set double-sided printing as default
- Reduce paper margins when printing when appropriate
- Change subscriptions of industry publications to the online versions
- Unsubscribe people from junk and unwanted mailings
- Mark “Not at this address” and return mail for former employees to the mail stream
- Pledge to upload your department’s annual reports, working papers, and other digital content to the [Illinois Digital Environment for Access to Learning and Scholarship \(IDEALS\)](#) site to reduce your need to print as many copies of publications

**TOTAL POINTS FOR SECTION:**

***INNOVATION***

- Form a Green Team to share the responsibilities of the Sustainability Ambassador
- Have all members of the office sign the “[Use the Bin](#)” pledge
- Provide training or orientation to new staff/visitors of the office on Green Office requirements
- Host a Green Office [Event](#)
- Recruit another lab or office to join the program
- Come up with your own strategy to make your office more sustainable

**TOTAL POINTS FOR SECTION:**

**GRAND TOTAL POINTS:**

***LEVEL OF CERTIFICATION:***



**Congratulations, and thank you for your participation!**