



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



University of Illinois Image Database

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 using the subject line “Green Office.” **Last updated Oct 2020.**



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Certified Green Office Program Background:

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 if you would like to participate. A designated Sustainability Ambassador will 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.



Sustainability Ambassador Commitment Form:

Sustainability Ambassador (Name, title, and 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 email to iseegreenoffice@gmail.com with the subject line “Green Office.” A Green Office Certification staff member will then contact you.



The Noyes Laboratory houses the Department of Chemistry, which is one of the most recent Gold Certified offices of 2020.

Prerequisites for 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.

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.



Certification Checklist:

The certifying office must have at least one action item from each of four categories. Certification is ultimately at the discretion of iSEE. For recertification after one year, please check off continuing actions.

Bronze level certification: 8-10 actions

Silver level certification: 11-15 actions

Gold level certification: 16 or more actions.

Energy Conservation Elective Actions

- ☐ 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 the 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.

Water Conservation Elective Actions

- ☐ Report dripping and leaking faucets promptly.
- ☐ Update office landscaping and maintenance to include native plants, rain gardens, and other water saving features.
- ☐ Take advantage of room renovations to advocate for choosing the most water efficient updates.

Waste Reduction Elective Actions

- ☐ 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.
- ☐ Take advantage of vendor recycling and take-back programs.
- ☐ Recycle all batteries and portable electronics.
- ☐ Recycle printer ink and toner cartridges.
- ☐ Recycle writing instruments.
- ☐ Reduce single-use plastics whenever possible.
- ☐ Eliminate purchase of bottled drinking water.
- ☐ Use communal appliances (coffee pots, printers, and so on) instead of individual ones whenever 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.
- ☐ 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.

- ☐ 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.

Innovation Elective Actions

- ☐ 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 - and tell us about it!

Green Office at Home Elective Actions

- ☐ Make meatless meals at home and eat vegetarian/vegan one day a week.
- ☐ Attend a sustainability webinar once a month.
- ☐ Subscribe to the iSEE Weekly E-Newsletter.
- ☐ Send out monthly sustainability updates to staff.
- ☐ Set monthly reminders to unplug unused appliances.
- ☐ Dedicate one hour of no electricity each month.

GRAND TOTAL POINTS:

LEVEL OF CERTIFICATION:

Congratulations, and thank you for your participation!

