

# Certified Green Office Program Ambassador Guide

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## Introduction

Hello! Thank you for taking the first steps to become a Certified Green Office. If you have not already, please read through the Certified Green Office Program Action List before this document. The Action List provides a brief overview of Green Office Certification requirements, and this Ambassador Guide describes the guidelines for completing each action.

This document also provides guidelines and a toolkit for Sustainability Ambassadors to ensure that their office has the tools and knowledge to maintain a greener office space. This document includes links, templates, tips, and tricks to make the Certified Green Office Program work for you and your individual unit! You are not required to use any specific template or tip within your office. Please consider the advice from this document and reach out to other Ambassadors for more ideas.



# Why Green Office Certification?

Why should an office work towards Green Certification? Recycling papers and turning off the lights should be enough for sustainability, right? While any effort an individual or collective makes to reduce resource consumption or waste is a good step towards sustainability, there is an important part of sustainability which is lost on an individual basis. Community!

While becoming a Certified Green Office does not change the world, the impact of your unit's dedication to changing behaviors and habits is helping everyone. Green Office Certification needs all members of an office to be engaged and mindful of their actions. The intention of Green Certification is to provide a framework for reaching a goal that a unit can work towards. The goal of Green Certification should be to engage a unit in thinking about their team's impact on the environment, and how that team can work together to limit the negative impacts as much as possible.

Ideally, the habit changes introduced in the working environments of Certified Green Offices lead to individuals bringing those ideas and habits back to their homes, friends, and future endeavors.

## Annual Recertification

Recertification for a Green Office occurs is needed each year. To maintain your certification status, you must recertify. Recertifying your office allows you to update your sustainable actions and your certification level. The Greener Campus team will send check in emails 6 months prior, and 1 month prior to your recertification period.

Your recertification due date is determined by your initial certification date. For instance:

If you achieve certification during the dates of Jan 1- Jun 30, your recertification period will be the beginning of the Spring Semester.

If you achieve certification during the dates of July 1 – Dec 31, your recertification period will be the beginning of the Fall semester.



# Certification Steps

## 1. Make the informed decision as a unit to become a Certified Green Office.

A Certified Green Office requires all members of the office or department to be engaged with the sustainable actions defined in the program. An office should include all members of a defined unit or department, regardless of physical locations.

## 2. Read through program documents.

- CGOP Action List
- CGOP Ambassador Guide

## 3. Identify a Sustainability Ambassador.

The duties of the Sustainability Ambassador are defined on page 4. Ensure that the identified individual is a permanent staff member who can take on the responsibilities of managing Green Office Certification.

## 4. Submit your [interest form](#) online, with department head approval.

Afterwards, a Greener Campus team member will reach out to start the certification process.

## 5. Complete the [CGOP Checklist](#) with related documentation of actions.

Some actions may require some documentation to verify participation.

## 6. Perform a consult meeting with the Greener Campus team.

A Greener Campus team member will schedule a visit to your office. In this visit, the team member and the Ambassador will review the checklist. Please be prepared to elaborate on the status of actions, and details on how your unit is participating in each selected action.

## 7. Receive your certification status and recertification date.

You will receive an email announcement with your certification level, a digital certificate, and links to request CGOP decals and stickers.

## 8. Recertify and continue to improve.

During the year following your certification, compile documentation of any elective actions you take in the year, including pictures and green event certificates to gain those points in your next certification year.

## Duties of the Ambassador

This program is designed to adapt to the diverse styles and structures of our university departments. The Ambassadors in different units will have different availability to facilitate these actions, so the annual time commitment from the Sustainability Ambassador will vary across the campus. For the minimum level of participation, we estimate needing 5-15 hours for the certification processing, and a minimum of 5 hours throughout the year in order to recertify the following year.

The Sustainability Ambassador is the coordinator of the Green Office actions for their office. This individual should be identified for their commitment to sustainability and their ability to facilitate the tasks laid out here and encourage participation from co-workers.

- The Ambassador serves as a coordinator for the CGOP actions and will submit the certification materials, annually.
- The Ambassador is the main point of contact for all communications about the CGOP program. Any changes to the Ambassadors contact information should be submitted to the Greener Campus team.
- The Ambassador should maintain, and compile documentation of the actions taken in the CGOP. Documentation is necessary for some actions to ensure that points can be awarded.
- The Ambassador must enroll in the [Energy Billing System](#) and review building utility consumption data on a yearly basis. This data can be incredibly valuable to monitor energy and utility savings.
- The Ambassador must subscribe to iSEE Newsletter. This is a weekly newsletter which includes information and opportunities to get involved in campus sustainability.

# Action Guidelines

The following pages provide an explanation of each action, with information on how to complete each action. All the actions are elective, and your certification level will depend on the number of actions completed in the 12 months preceding your certification submittal. When you recertify, your office can repeat certain actions from past years and include new actions.

If questions arise during the year, please contact the Greener Campus team at [greenercampus@illinois.edu](mailto:greenercampus@illinois.edu).

## Spaces and Systems

### Energy

#### Lighting

1. Turn off lights when you leave the room, and when other light sources are sufficient

Commit to turn the lights off when leaving the room, and also turn the lights off when the light from a window or other light source is sufficient.

2. Utilize task lights in workspaces

Instead of using overhead lighting in offices, utilize lamps and task lights at desks. This action encourages staff to turn off overhead lights and only utilize the light that they need, reducing energy consumption.

3. Display “Not in Use, turn off the Juice” sign on light switches

Place signs by or on the light switch itself reminding people to turn them off. You can create your own signs or switch plates, but an example is provided at this [link](#). Consult [ARC](#) with any new signage.

4. Upgrade to LED lighting

Contact F&S to switch out bulbs or upgrade portions of your building’s lights to LED. Compared to fluorescent, LED lights are around 80% more efficient and have a significantly longer lifespan. With LEDs, less energy is being used daily, and bulbs need to change out less frequently. When making upgrades to lighting, consider emergency lights and signs that are on at all times.

## 5. Implement occupancy sensor lighting

Contact F&S to install occupancy sensor lighting. This can utilize motion or CO2 levels in a room to determine if people are present in the room and turn off lights when there is no presence. In high traffic rooms such as bathrooms or hallways, occupancy sensors can be useful to turn off lights when people are absent for short or long periods.

## 6. Have a team dedicated to turn off lights on evenings and weekends

Assign a staff member or create a volunteer system for turning off lights at the end of the workday. See an example signup sheet [here](#) or create your own. [Illini Lights Out](#) is a great program coordinated by iSEE to model your volunteer system and demonstrate energy savings.

### **Equipment**

## 7. Turn off or unplug appliances and equipment on evenings and weekends

Commit to turn off or unplug your appliances and equipment, this includes computers and accessories. Printers, copiers, and any other equipment which can be unplugged. Many electronic items still consume a small amount of energy when plugged in, even when they are turned off.

## 8. Display “Not in Use, turn off the Juice” sign on appliances and equipment

If you place signs by or on light switches, take the next step and place small signs reminding people to turn off appliances and equipment. Even if equipment isn't active, as long it's plugged in to the outlet it can be using energy.

## 9. Plug computer systems or other equipment into power strips with timers

Power strips with timers can be a great option for computers or appliances to ensure they are turned off during non-work hours. People are forgetful, and utilizing technology to combat our forgetfulness can save energy.

## 10. Locate your equipment efficiently for HVAC and lighting systems

Printers, copiers, and other large equipment can use a lot of energy which often produces heat. Ensure that your equipment is not placed near your thermostat or HVAC vents to ensure your HVAC does not need to work as hard to combat the heat from equipment.

## 11. Reduce old electronic records

Perform an audit of shared drives and personal files. Sometimes our records or files are of no use to us any longer and could be deleted. This action may seem

insignificant in the grand scheme of energy usage, but so is a piece of paper you choose to recycle compared to all the waste generated worldwide.

## **Maintain HVAC Systems**

### **12. Do not open windows when HVAC is on**

Commit to keeping the windows shut when the HVAC is operational for heating or cooling. It saves energy and prevents the over warming or over cooling of other rooms.

### **13. Close blinds on warm days to prevent heating**

The sun feels great, but during hot days when the HVAC is already working hard to keep rooms cool. The heat from the sun can make it work even harder by warming up rooms. Keep blinds closed to prevent sunlight from heating rooms further and prevent your HVAC system from working overtime.

### **14. Open blinds on cold days to let the sun warm the room**

In the opposite situation, on cold days when the HVAC is trying to keep rooms warm. Open blinds and let the sun heat up rooms.

### **15. Do not use space heaters**

Space heaters utilize a lot of energy and are restricted by the [Energy Use Policy](#), per the Campus Administrative Manual. The policy says, "Space heaters should not be used in campus facilities, other than temporary outages when the primary building heat is not operational. Space heaters use an inordinate amount of energy and can present an electrical and fire hazard. Persons whose workspace cannot be heated adequately to within the winter heating season guidelines above should call Facilities & Services at (217) 333-0340, for system analysis and repair."

## **Water**

### **Implement Water Efficiency Features**

#### **16. Install Low Flow Faucets**

Contact F&S to switch out your faucet's aerators with low flow options or upgrade your faucets with more efficient fixtures.

#### **17. Install Efficient Toilets**

Contact F&S to upgrade your bathrooms with water efficient flushes. Older standard toilets can use around 7 gallons for each flush. While newer toilets can use 1.6 gallons or less, saving water and money with each flush!

## 18. Implement other efficiency features

Implement or upgrade other systems in your building to improve water efficiency and tell us about it.

## 19. Eliminate once through water cooling for equipment

Once-through cooling systems are uncommon, but they may exist in research settings on campus. If your department utilizes these systems, please report its existence to the [F&S Service Office](#) to identify alternate cooling solutions and save substantial amounts of water.

### **Provide Water Refill Stations**

## 20. Install refill stations

Contact F&S to install a water bottle filling station to provide building occupants with water. This helps reduce the purchase of plastic water bottles and promotes utilizing reusable bottles.

## 21. Provide a water filter/pitcher

In your kitchen or fridge, utilize a water filter system such as a pitcher or dispenser. The waste from a filter cartridge which is usually replaced every 1-3 months depending on the system, is much smaller compared to using plastic bottles for water.

## **Waste**

### **Reduce**

## 22. Only purchase paper with 30% or higher recycled content

Printing documents will be necessary sometimes. Thankfully, reducing the environmental impact of the paper you do use isn't terribly hard. A major step towards doing so is purchasing paper made of a minimum of 30% recycled content, thereby reducing the number of trees cut down for your paper.

(You will receive 2 points for 50% and 3 points for 100% recycled content)

## 23. Eliminate printing wherever possible and switch to paperless systems

Commit to utilize digital documents and paperless systems, like [Adobe Sign](#), rather than printing documents. While printing is sometimes necessary, utilizing digital resources to eliminate the waste of paper, ink, and energy from printing can reduce environmental impact.



#### **24. Establish departmental guidelines to eliminate the purchase of plastic water bottles**

Plastic water bottles can be eliminated from most circumstances. While they can be utilized in emergency situations. We can use the many water refilling stations and reusable bottles that are available to us and eliminate the purchase of water bottles and prevent the waste they create.

#### **25. When ordering food or catering, remove single-use items or replace with reusable items.**

Work with your food provider or caterer to ensure that utensils and packaging is reusable. And not to include items like condiment packets or single-use items that will not be utilized. Follow the same protocols for ordering food. On most delivery services you can add notes or select options to not include single-use utensils and napkins.

### **Food Waste**

According to the United Nations Environment Programme's [Food Waste Index Report 2024](#), food waste generates 8-10% of GHG emissions. Curbing our individual food waste as consumers may seem like a small piece of a much bigger issue, but the report identifies that 60% of the food waste comes from the household level. By changing our habits, we can introduce a cultural change to limit food waste at the individual level.

#### **26. Perform regular fridge clean outs**

Set up a schedule for cleaning out shared refrigerators. Inform employees when clean outs will occur, to encourage staff to remove their items and utilize them. Shared fridges can become cluttered easily, and this can cause people to forget the items that they bring and waste them. This action encourages staff to be mindful of the food they bring and store, to reduce individual food waste

#### **27. Provide a location and communication for “up for grabs” food**

Set a designated location where food that is free for the taking can be placed. It's great when staff bring items to share, but when no one is sure if the food is available it could be wasted. Reduce this potential waste by having a set location and communicate when food is available.

### **Reuse**

#### **28. Use reusable cups, plates, and utensils**

Provide a set of reusable dishware for staff to use, these can be sourced from staff donations, or purchased cheaply from a secondhand store.

## 29. Set a policy and protocol for reviewing the items at Campus Surplus

Work as a unit to dispose of items with Campus Surplus. Campus Surplus can be contacted at [uiucsurplus@uillinois.edu](mailto:uiucsurplus@uillinois.edu). Visits to Campus Surplus must be done by appointment. If you have office items and furniture which are obsolete and take up space, contact Surplus! And if you are looking for items, consult Surplus to schedule an appointment before purchasing something new.

## Recycle

### 30. Have members of your office sign the “Use the Bin” pledge

As part of the initiative to reduce municipal solid waste from entering landfills. The [“Use the Bin” pledge](#) is a way for individuals to pledge their intention to put recyclables in the appropriate bin and reduce their own waste as much as possible.

(If 50% of office staff sign the pledge, 1 point will be awarded. If 80% or more active staff sign, 2 points will be awarded)

### 31. Provide properly labeled recycling and waste bins

University buildings which are served by F&S should have blue bags within their recycling bins. These blue bags are taken to the University’s own Waste Transfer Station. Teams sort through the blue bags, and collected materials are compacted and baled to be sold to recycling companies.

Ensure that your office contains clearly labeled bins which contain blue bags, and that your bins are clearly labeled for recycling. One of the biggest problems in recycling is contamination from waste. This contamination can cause entire bags of otherwise recyclable items to be thrown away. Use this [link](#) to see example labels. Contact [recycling@uillinois.edu](mailto:recycling@uillinois.edu) if you have questions.

(You will receive an additional point if a new 3-part standard [bin](#) is added by your unit that is not 100% campus funded)

## Dispose of specialized waste properly

Certain materials can harm the environment more intensely when disposed of improperly. As items break down, chemicals can leach into soils and waterways. Ensure that your unit disposes of waste properly.

### 32. Chemical Waste

If your unit handles [chemical waste](#), follow the procedures laid out by the Division of Research Safety for [disposal of Chemical Waste](#).

### 33. Batteries

For University related purposes, batteries can be recycled with the [Division of Research Safety](#). Commit to recycling batteries with DRS or another battery recycler.

### 34. Styrofoam and packaging

Unfortunately, there are no Styrofoam recycling programs available in our local area. In order to minimize the waste from Styrofoam, contact the shipment or manufacturing company which a product was purchased from to see if they participate in a take back program for Styrofoam and packaging. Check with local shipping stores to see if packing peanuts can be dropped off and reused.

### 35. Utilize manufacturer “take back” programs

Many companies participate in take back programs, where they will allow old products to be sent to a location where they can be recycled or refurbished. [DELL](#) participates in this kind of program for their products. Take back programs can also include toner and other common office equipment. Before disposing of technology or other items check with the manufacturers website to see if they offer a similar program.

### 36. Utilize Terracycle or other waste recycling systems

Companies like Terracycle offer recycling services via shipment. You order a box for a specific class of items, fill the box, and ship the full box back to Terracycle. Then those items go to recyclers. These programs allow atypical items to be recycled like writing utensils, toys, and even pet food bags.

## **Maintaining Systems**

### 37. Post maintenance and contact information by equipment

Provide maintenance contact information by your equipment to ensure that incidents and damaged equipment are reported and maintained.

### 38. Identify maintenance needs in your space and provide them to your facility manager

Perform a walkthrough of your space and compile a list of possible maintenance needs and improvement projects. Provide this list to your facility manager and speak with them about addressing these needs to improve your buildings efficiency.

### 39. Have a facility manager/RCx team evaluate your space

Contact your facility manager or the F&S Retro-commissioning team to evaluate your space and provide a list of energy conservation measures to you directly. This list can better help you identify projects and priorities.

### 40. If you operate a fleet, ensure that your [Fleet Administrator](#) is in coordination with F&S and has a green fleet plan.

If your unit operates a department owned vehicle, ensure that you are in communication with [F&S](#).

## Efficient Spaces

### 41. Establish a departmental policy that allows for remote, hybrid, and mixed schedule work

Heating, cooling, lighting, and maintaining office spaces consumes a lot of resources. When our department allows us to perform our duties from home, we can utilize less space in office buildings, which reduces the associated energy and operational costs and emissions. This also reduces scope 3 emissions from commuting to work.

### 42. Provide a welcoming shared use space and appropriate resources for employees who are mainly remote

Provide a space that remote or hybrid employees can utilize to perform work duties when working in the office. This could be a desk space with access to charging stations for laptops. Or a collaborative space that anyone can utilize for meetings/ events, and provides space that hybrid employees can utilize when coming into the office. Regardless of how this space is configured, employees who are not primarily in the office should have a landing pad with appropriate resources to complete their work.

### 43. Relinquish an individual office space

If an employee decides to work remote or hybrid, ask the employee to consider relinquishing their office space. If their space would not be used 2-3 days out of the week, it is being heated and cooled without anyone occupying it and could be utilized for other purposes. Committing to this action can reduce growth needs and improve space utilization.

(You will receive 1 point for each remote or hybrid employee who relinquishes their office space in a given year)

#### 44. Clean out unoccupied storage rooms

Unoccupied rooms can be utilized to prevent the expansion of current space needs. Perform a clean out of a storage room to create new office spaces or ensure that storage space is being utilized efficiently.

#### 45. Digitize and recycle old files

Instead of increasing storage needs for files, perform a clean out of filing cabinets to digitize necessary files. After cleaning out filing cabinets or storage equipment, contact Campus Surplus about donating the no longer needed furniture.

#### 46. Utilize space more efficiently.

Sometimes downsizing or altering space could better fit your unit's needs and allow others to utilize space to its fullest extent. Examples of this action could look like relinquishing portions of your assigned space and downsizing. Or sharing space with a neighbor department. If you want to quantify the efficiency of your space, reach out to F&S to set up a space utilization feasibility study.

(To earn points for this action, tell us how your unit utilizes or plans to utilize space more efficiently)

## Community and Innovation

### Office Community

#### 47. Provide a communal kitchen space

A shared kitchen provides space for employees to store and heat food and connect with colleagues. Kitchen space provides a location to step away from desks and meetings to socialize and reconnect.

#### 48. Provide shared use appliances and items

Imagine the ridiculous situation if every employee had their own mini fridge, microwave, and coffee machine at their desk. The energy usage of these appliances added up for each staff member would be excessive. Utilizing shared appliances can eliminate a significant amount of energy use and encourage employees to maintain shared resources. In addition to food related appliances, consider other items or resources that can be shared or provided.

#### 49. Host a Certified Green Event

For office events, consult the Certified Green Event Program to host a green event. Similar to this program, the Green Event program details elective actions to obtain a green certification.

(You will receive 1 point for each Certified Green Event you host in the year)

#### 50. Implement a departmental bike share program

Much like a car sharing program, a bike share program provides department-owned bike(s), which are signed out for work related travel. Our campus is beautiful and bike friendly, this can be a great option for those who have a short distance to travel on regular basis.

For questions about setting up a bike share program, consult [bike@illinois.edu](mailto:bike@illinois.edu).

#### 51. Create a green space

A green space could be a courtyard, a garden, or some potted plants in a windowsill. Consider your space and how you could fit greenery into it. Contact [ARC](#) with your proposed changes.

#### 52. Create or identify communal shared space

Communal spaces like lounges and break rooms can provide space for staff to connect and build community. People can share ideas, recipes, restaurant recommendations, events, and then they form deeper bonds. Having a shared space for breaks and connection can help tighten community bonds and improve mental wellbeing.

### **Campus Community**

#### 53. Provide bike parking

All campus buildings have some bike parking nearby. When your building provides outdoor bike parking, covered bike parking, or bike storage you provide a service to your co-workers, as well as students, visitors, and other staff members on campus to park and utilize active transportation. If you need more bike parking, contact F&S Transportation Demand Management.

#### 54. Co-host an “It’s Your MTD, Too” Event with F&S

Co-host with Facilities & Services to educate staff about utilizing MTD’s transit system for on campus travel and commuting to and from campus. Reach out to F&S Transportation Demand Management for event coordination.

#### 55. Host a tour of a sustainable site

The University of Illinois, and the surrounding community is home to many sustainable sites. Host an employee tour of a location or building that exemplifies sustainability. Consider visiting the [Waste Transfer Station](#), where our recyclables are collected and baled. Plan an outdoor retreat or walk through of the [Red Oak Rain Garden](#), the [Boneyard Creek](#), the [Japan House gardens](#), or the [Arboretum](#).

Engage in the Universities research initiatives at [Solar Farm 2.0](#) or the [Energy Farm](#). These [tours](#) are a great opportunity for new employees to learn more about the University, and also the surrounding community, with the many parks and amenities.

(You will receive 1 point for each sustainable site tour/visit you coordinate in year)

**56. Have participants from your department attend or participate in a sustainability event**

There are many opportunities to be involved in sustainability. The [iSEE sustainability calendar](#) contains lots of possible events to attend or participate in. If members of your staff table at, volunteer, or attend a sustainability related event. Send us a picture of the event!

(You will receive 1 point for every staff participant at a sustainability event in a year)

**57. Host a departmental welcome table during Bike to Work Day**

Reach out to [C-U Bike Month](#) to see how you can be involved. Bike to Work Day places welcome stations around Champaign County to provide a rest stop, snacks, and merchandise for cycling participants. Participate by having a welcome station in your office for participating cyclists.

(You will receive 1 point per year for hosting a departmental table during Bike to Work Day)

**58. Volunteer at Light the Night**

Encourage staff to participate in Light the Night. This event provides bike lights to keep bikers safe in dark conditions. See the [C-U Bike Month](#) website for details about volunteering.

**59. Volunteer during Arbor Day**

Encourage staff members to participate in an Arbor Day celebration or tree planting.

**60. Participate in the Freezer Challenge**

Visit the Freezer Challenge website to see if your department qualifies to participate. This challenge is a worldwide competition to promote laboratory sustainability.

(You will receive 1 point each year if your department participates in the Freezer Challenge)

**61. Relinquish a University staff parking permit**

There are many ways to commute to and around campus. Single passenger vehicles take up a significant amount of room on campus streets and parking locations. Educate and encourage staff members who can, to use active transportation methods to replace commuting by car.

(For each staff member who chooses to relinquish their parking permit, you will receive 1 point for that year)

#### **62. Promote a carpooling program for staff**

Encourage employees to carpool together to reduce the number of staff driving to campus alone. The transportation sector is currently the largest source of greenhouse gas emissions and reducing single occupant vehicle trips can help to reduce these emissions.

(You will earn 1 point for every 2 employees who commit to carpool on their commute together)

#### **63. Recruit another unit to become Green Office Certified**

A main goal of this program is to strengthen community and expand through success and recommendation. If another unit reaches out for certification that you referred, we will award a point to you.

#### **64. Promote your Green Office Certification Status**

Whether you have a website, social media, or want to order decals from the CGOP team. There are many ways to announce your certification status. Your certification is an achievement and a dedication to sustainability. Reach out to the CGOP team for social media materials or to order decals for your office.

### **Innovation**

#### **65. Tell us about your unit's extraordinary actions that contribute to sustainability that are not included in the CGOP Guide**

Every building and staff are different, and we couldn't possibly include everything an office could do sustainably in one list. If you have a sustainability project or initiative that is unique to you and not included in the program, we want to know! We can award points based on your extraordinary actions. Our University is a center of innovation and excellence, and you are a part of that.

#### **66. Maintain and update an iCAP Portal Project page that is dedicated to your unit's sustainability efforts**

If your unit works on a project in the [iCAP Portal](#) or has a project that could be on the website. Commit to maintain and update a project page. This page could be



dedicated to a specific project or initiative our unit is directly involved in, or a page dedicated to a Green Team your unit forms.

## **Funding and Grants**

### **67. Apply for Student Sustainability Committee funding**

Funded by student fees, the [Student Sustainability Committee](#) votes on applications and funds projects that increase environmental stewardship, inspire change, and impact students.

(You will receive 1 point for each application to the SSC in a year)

### **68. Apply for Revolving Loan Funding**

Campus departments can apply for Revolving Loan Funding for projects to make utility conservation improvements. These projects are aimed utility efficiency and applicable projects have a payback period of fewer than 10 years.

(You will receive 1 point for each application to the RLF in a year)

### **69. Apply for Other Funding**

Find other funding sources and apply for your sustainability related projects.

(You will receive 1 point for each application to a funding source for a project aimed at sustainability improvements)

### **70. Include Sustainability priorities in your donor funding requests**

Communicate your unit's dedication to sustainability to donors, and encourage donations aimed at sustainability. This could include large scale building upgrades, tree plantings/dedications, or a fund established for sustainability education.

### **71. Allocate departmental funding to support a sustainability improvement**

Utilize your departmental funds for sustainability related expenses. Examples could include sending a staff member to a sustainability conference, installing protective bike parking, or upgrading utility efficiency.

### **72. Establish an internal funding program for sustainability improvements**

Establish a revolving loan fund within your department for sustainability improvements.

### **73. Establish a departmental budgeting policy that includes sustainability improvements in top 5 priorities**

With limited resources budgeting policies are always important. Create a departmental budgeting policy that highlights sustainability as a top priority.

## FAQ

**Q: If my office has previously completed an action, can I still receive points?**

**A:** In most cases, yes! For example, if you have already upgraded to LED lighting or added water efficiency fixtures you can continue to check that action. In the case of recurring actions such as hosting an event, please see below.

**Q: Some actions count one point per event rather than per year. How do I receive points for them?**

**A:** Actions like #55, 56, 57, 67, 68, and 69 count one point per action in a year. If you have documented these actions in the year leading up to initial certification. You may count them in your initial certification cycle. Upon recertification, these actions will not be counted continually. You must provide documentation of each action to receive a point. For instance, You will not receive a point for a green event in 2022 when you certify in 2025.

**Q: What qualifies as an office?**

**A:** An office that can be certified should include all members of a defined department or unit who occupy a space. A laboratory or workshop that contains an office space could be certified depending on the equipment and configuration of the space. If you are unsure if your space qualifies as an office, reach out to the Greener Campus Team.

**Q: What does Caterpillar, Chrysalis, and Monarch level mean?**

**A:** In the place of bronze, silver, and gold the Greener Campus program has changed the naming conventions for the three levels of certification. Caterpillar level being bronze, Chrysalis level being silver, and Monarch level being gold.

## Conclusion

First and foremost, we would like to thank you in advance for taking part in the Certified Green Office Program. Your commitment to this program demonstrates a commitment to sustainability. As a Certified Green Office, you will contribute to our ever expanding culture of sustainable habits, research, and action.

The Illinois Climate Action Plan (iCAP) is the U. of I.'s strategic plan for meeting our Climate Leadership Commitments to be carbon neutral as soon as possible and no later than 2050 and to build resilience to climate change with our local Champaign, Urbana, Savoy community. By choosing to participate in the CGOP, you are complementing and further advancing the iCAP's objectives and mission by:

- [Increasing Energy Efficiency](#) through upgrading systems and saving energy through turning off lights and equipment
- [Reducing Water Consumption](#) through upgrading fixtures
- [Reducing Landfilled Waste](#) by bringing in less waste and prioritizing reuseable items
- [Reducing Food Scraps](#) by ensuring that excess food is distributed and encouraging less food in fridges to be wasted by keeping them clean
- [Improving Space Utilization](#) by allowing remote and hybrid work and utilizing rooms efficiently
- Aside from these named objectives, you are engaging in your work place community to promote a culture of sustainability.

The iCAP aligns the campus work towards each of these general goals on a large scale, but there's absolutely more work to be done, which is why it is so important to engage as many groups as possible. With each office that joins this program, our campus culture of sustainability grows stronger.

As a reminder, CGOP certification is a year-long designation, so getting certified this year does not mean you will continue to be certified in coming years. This is because sustainability is a continuous process, and it deserves our continued attention.

We would also love to have a photo gallery of our Certified Green Offices! Please send us photos of your office, Green Team, and/or sustainability improvements around the workplace.

If you have questions please do not hesitate to reach out to the CGOP Team at [greenercampus@illinois.edu](mailto:greenercampus@illinois.edu).

Lastly, don't forget that the CGOP is just the beginning – there are endless ways to keep making your own life more sustainable, and we encourage you to continue living by the principles and actions of this program. Please consider doing everything you can to extend the mission of sustainability into your long-term habits and promote them to your friends and family!