

UF Office of Sustainability

Green Your Office Audit

2008

Energy

Computer and monitor

Do you turn off your computer at the end of the day? Always Sometimes Never N/A

Do you turn your monitor off when you are not in the office? Always Sometimes Never N/A

Is your computer set to go into standby or hibernate after 60 minutes of inactivity? Always Sometimes Never N/A

Is your monitor set to enter sleep mode after 20 minutes of inactivity? Always Sometimes Never N/A

Peripherals

Do you use a power strip to turn off power to all appliances/electronics at the end of the day? Always Sometimes Never N/A

Do you unplug devices such as battery chargers when they are not in use? Always Sometimes Never N/A

Is your desktop printer shut off at the end of the work day? Always Sometimes Never N/A

Are shared printers shut off at the end of work day? Always Sometimes Never N/A

Are copy machines shut off at the end of the day? Always Sometimes Never N/A

Lighting

Is lighting used only when needed? (day lighting is used when available) Always Sometimes Never N/A

Do you turn off lights in closets, copy rooms, and kitchens when not needed? Always Sometimes Never N/A

Are lights shut off at the end of the workday and on weekends? Always Sometimes Never N/A

Are classroom lights shut off when not in use and at the end of the day? Always Sometimes Never N/A

Are lights in public spaces (hallways, bathrooms, etc.) turned off at the end of the day? Always Sometimes Never N/A

Purchasing

When you purchase new equipment, do you consider the product's energy efficiency?

Always Sometimes Never N/A

Do you purchase recycled materials whenever possible?

Always Sometimes Never N/A

Do you factor in a product's life span when purchasing?

Always Sometimes Never N/A

Do you consider leasing or renting equipment whenever possible?

Always Sometimes Never N/A

Do you use vendors that offer a take back program (Extended Product Responsibility Program) to ensure that equipment and products are disposed of properly?

Always Sometimes Never N/A

When ordering larger shipments, do you request that products are shipped using less packaging?

Always Sometimes Never N/A

Do you buy goods in bulk or concentrated form?

Always Sometimes Never N/A

Do you use Asset Management Services to dispose of unwanted or outdated property and electronics?

Always Sometimes Never N/A

Do you donate not needed, re-usable supplies to non-profit organizations such as Alachua County's Tools for Schools?

Always Sometimes Never N/A

For special print jobs, do you buy paper and forest products that are recycled, certified by the Forest Stewardship Council, and/or Chlorine Free?

Always Sometimes Never N/A

For regular office use, do you buy post consumer recycled content paper? If yes, what percent? _____

Always Sometimes Never N/A

Do you buy remanufactured goods or use refurbishing services?

Always Sometimes Never N/A

Do you purchase products with fewer toxic ingredients or components?

Always Sometimes Never N/A

Do you consider local and/or small and minority vendors first for purchases?

Always Sometimes Never N/A

Do you buy or ask for locally sourced food/products for events?

Always Sometimes Never N/A

Do you buy fair trade and/or organic coffee for the office?

Always Sometimes Never N/A

Recycling and Resource Use

Do you take measures to reduce paper use?

- a) think before you print
- b) use email instead of written correspondence
- c) convert printed publications to electronic format
- d) print double sided
- e) use scrap paper for drafts
- f) list other: _____

Do you refill/recycle printer toner cartridges?

Always Sometimes Never N/A

Do you recycle paper?

Always Sometimes Never N/A

Do you use reusable food and beverage containers instead of disposable ones? (Utensils, plates, etc...)

Always Sometimes Never N/A

For events, do you use recycled or reusable food and beverage containers?

Always Sometimes Never N/A

Do you recycle other items? If so, list:

Transportation

You regularly travel to and from work by:

- a) carpool
- b) walk
- c) ride a bike
- d) ride public transportation
- e) drive yourself

You regularly travel around campus by:

- a) carpool
- b) walk
- c) ride a bike
- d) ride public transportation
- e) drive yourself

Water

Do you make sure faucets are turned off all the way?

Always Sometimes Never N/A

Do you use reusable water containers/glasses for office use/events?

Always Sometimes Never N/A

If you work in a lab do you use a recirculation pump to cool experiments?

Always Sometimes Never N/A