

Before You Begin

Thank you for your interest in the University of Washington's Green Office Program!

Before you begin the certification questionnaire, here are a few things to keep in mind:

1. You may pause and save your work at any time using the "Save and Continue" bar at the top of each page. After inputting your email address, you will receive a link which you can use later to access your unfinished questionnaire.
2. Use the in-questionnaire "Back" and "Next" buttons rather than your web browser's navigation buttons to avoid erasing any of your responses by accident.

Office Information

1. Contact Information - Of the **best** person to contact about the certification application. *

First and Last Name

Title in Office

Email Address

Phone Number

2. Office Title *

Ex: UW Sustainability and Business Diversity

3. Office Location *

Ex: Gerberding Hall B40

4. Campus *

Ex: UW Seattle

5. Campus Mail Box Number *

Ex: Box 351248

6. Total number of people who work in the office *

7. Office is comprised primarily of... *

- Faculty
- Staff
- Graduate students
- Undergraduate students
- Other - Write In

Energy

8. E1. Our office has reminders to turn off lights when they are not in use. [Printable reminders...](#) *

- Yes
 - No
 - Not applicable
-

9. E2. Compact Fluorescents (CFLs) or LED light bulbs are installed in all task lamps and lighting that our office/staff are responsible for. *

- Yes
 - No
 - Not applicable
-

10. E3. We utilize natural daylight in offices with windows, turning off unneeded overhead lighting. *

- Yes
 - No
 - Not applicable
-

11. E4. We have dimmers or motion/occupancy sensors that automatically turn off lights when not in use OR we have had UW Facilities conduct an energy audit of our office. [Request dimmers & motion sensors...](#) *

- Yes
 - No
 - Not applicable
-

12. E5. We have worked with UW Vending to [turn off](#) vending machine lights. *

- Yes
 - No
 - Not applicable
-

13. E6. Office members turn off their computer monitors for the night and weekend. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

14. E7. This proportion of office appliances replaced within the last 5 years are now [ENERGY STAR/EPEAT rated products](#). *

- At least 75% of products
 - Less than 75% of products
 - Not applicable
-

15. E8. Our office has eliminated (sent to UW Surplus) any unnecessary personal refrigerators and other appliances, and replaced older or poor-condition refrigerators/freezers with new ENERGY STAR ones. *

- Yes
 - No
 - Not applicable
-

16. E9. Controls to our office's thermostat are set at the recommended settings of 65-68°F in winter (maximum) and 78°F in summer (minimum). *

- Yes
 - No
 - Not applicable
-

17. E10. We have a system (timer, reminders, assigned person, and/or power strips with switches) for turning off applicable equipment at night including desk and kitchen appliances (printers, coffee makers, etc.) and other applicable office appliances. *

- Yes
 - No
 - Not applicable
-

Green Meetings

18. M1: We [send and store](#) meeting agendas, information, and notes electronically or verbally instead of printing for each meeting participant - Participants can review the material electronically or print selected materials they feel they must have in hard copy. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

19. M2. If handouts are required, we utilize duplex (double-sided) printing. If this is not possible, we collect and recycle unused handouts at the end of the meeting to use as scratch paper. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

20. M3. We provide and use projectors and whiteboards in our conference rooms. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

21. M4. We ask presenters/speakers to use slide presentations as opposed to printed handouts and make their slide presentations available electronically to participants. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

22. M5. We take notes electronically rather than on paper. If an electronic note taking method is not available, we use scratch paper to take notes. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

Paper Conservation

23. P1. Documents that can be double-sided are copied/printed double-sided at least 75% of the time OR we plan to eventually retire/replace printers that do not have duplex (double-sided) printing capability. [How to retire non-duplex printers...](#) *

- Yes
 - No
 - Not applicable
-

24. P2. We track the number of pages our office prints and display a graph or share updates periodically to encourage reduced printing. [How to track printing...](#) *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

25. P3. Office members share a printer instead of using desktop ones. [Setting up a shared printer...](#) *

- Yes
 - No
 - Not applicable
-

26. P4. We have one or more office members who work paperless. *

- Yes
 - No
-

27. P5. We use narrow margins. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

28. P6. We use single or 1.5 spacing rather than double spacing. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

29. P7. We reuse one-sided misprinted paper or out-of-date stationery by either putting it in a stack to use as scratch paper or [having it bound into notepads.](#) *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

Publications and Marketing Communications

30. C1. To save paper, at least one of our regular printed publications (newsletter, brochure, etc.) has been reduced in size or page count. *

- Yes
 - No
 - Not applicable
-

31. C2. Our publications do not use foils, lamination, or other effects that make the printed piece unrecyclable. *

- Yes
 - No
 - Not applicable
-

32. C3. We produce posters or use paperless means to promote an event or cause rather than mass-distributing brochures or flyers. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

33. C4. We have replaced this percent of our recurring printed publication(s) with an online/electronic version, using email or postcards to direct audiences to the online publication. *

- At least 75%
 - Less than 75%
 - Not applicable
-

34. C5. All marketing publications are printed on Forest Stewardship Council (FSC) certified or 100% recycled paper.

- Yes
 - No
 - Not applicable
-

35. C6. Our office comments digitally on publications (e.g. through Adobe Acrobat Professional), rather than printing proofs. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

36. C7. We use email for inter-office announcements rather than printing posters or flyers. *

- Yes
 - No
 - Not applicable
-

37. C8. If our office requires form completion, this percent of forms are online or digital. *

- At least 75%
 - Less than 75%
 - Not applicable
-

Purchasing

38. S1. We have an area for exchanging excess supplies such as binders, scissors, padded envelopes, and file folders. *

- Yes
 - No
 - Not applicable
-

39. S2. We purchase remanufactured or [refilled](#) toner cartridges. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

40. S3. We purchase reusable and durable supplies, such as rechargeable batteries, refillable pens, and mechanical pencils. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

41. S4. We purchase products with the maximum post-consumer recycled content available. Copy and printer paper is made of 100% recycled content while other paper is unbleached and 30%-100% post-consumer waste recycled content or FSC certified. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

42. S5. When we need new office furniture and large equipment, we check UW Surplus Property for used items first. If we must purchase furniture or equipment, we opt for products that are durable and can be easily repaired. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

43. S6. When we purchase NEW furniture, we purchase Greenguard Certified furniture to ensure that emissions meet acceptable Indoor Air Quality standards. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

44. S7. When possible, we buy in bulk to reduce packaging. [Why and how to buy in bulk...](#) *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

45. S8. We have a "coffee club" which shares coffee supplies as a group rather than having individuals provide and use their own portions, which reduces the frequency of purchasing and overall packaging associated with it. *

- Yes
 - No
 - Not applicable
-

46. S9. We consolidate supply orders so that deliveries are less frequent. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

Recycling, Compost and Waste Reduction

47. R1. All of our compost, recycling, and trash bins have decals and/or [posters](#) hanging above them showing how waste should be disposed. *

- Yes
 - No
 - Not applicable
-

48. R2. All copy rooms have a mixed paper "Bag-it" station, a mixed paper cart, or another form of collection bin for paper. *

- Yes
 - No
 - Not applicable
-

49. R3. All workstations are equipped with a self-service, desk-side waste bin and 28-quart recycling bin commonly referred to as [MiniMax](#). *

- Yes we have MiniMax or are on the waiting list
 - No
 - Not applicable
-

50. R4. This proportion of shared areas, such as our reception areas, hallways, conference rooms, kitchen/break rooms, and classrooms, have collection bin sets that include waste, recycling and compost. Rooms where food and drink are not permitted do not need a compost or recycling bin. *

- At least 75%
 - Less than 75%
 - Not applicable
-

51. R5. Our office promotes the use of reusable containers instead of foil, plastic wrap and other disposable food packaging via informational posters or other methods. *

- Yes
 - No
 - Not applicable
-

52. R6. Our office promotes the use of reusable serviceware by having staff bring their own reusable plates, cups and utensils or providing some to share. *

- Yes
 - No
 - Not applicable
-

53. R7. [Approved compostable serviceware](#) (plates, cups and utensils) is available for staff use instead of non-compostable servicewear (for times when reusable alternatives are not appropriate). *

- Yes
 - No
 - Not applicable
-

54. R8. Our office collects clean, unlabeled Styrofoam and packing peanuts for recycling. [How to...](#) *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

55. R9. Our office has posted a sign indicating the location of the nearest eMedia/battery bin if our building does not have its own bin. [eMedia bin locations...](#) *

- Yes
 - No
 - Not applicable
-

56. R10. Our office collects clean, dry plastic bags and plastic film for recycling. [How to...](#) *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

57. R11. Our office collects used printer and copier cartridges components for recycling. [How to....](#) *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

58. R12. New employee orientation includes information about the University's recycling and composting programs and a link to UW Recycling's [Disposal Guide](#). *

- Yes
 - No
 - Not applicable
-

59. R13. Our office requests temporary containers for [special events](#) or [office cleanouts](#) to prevent messes and encourage recycling and composting.

*

- Yes
 - No
 - Not applicable
-

Transportation

60. T1. Office members use a sustainable mode of transportation, including walking, biking, UCAR carpooling, or public transit, to travel to off-site/campus meetings. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

61. T2. Office members are allowed to telecommute when possible. *

- Yes
 - No
 - Not applicable
-

62. T3. Our office provides and utilizes the resources for conference calls, rather than traveling to off-campus meetings. *

- Yes
 - No
 - Not applicable
-

63. T4. We have an incentive program for employees to purchase and use the U-Pass (e.g. rewards or parties). *

- Yes
 - No
-

64. T5. When traveling long distances or to a conference, office members use a more sustainable mode of transportation (e.g. taking the train instead of flying) or our office purchases carbon offsets. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

65. T6. This proportion of office members usually use more sustainable commute options to travel to and from work, such as walking, biking, carpooling, or public transportation. [How to...](#) *

- At least 75%
 - Less than 75%
-

66. T7. Our office or building provides accommodations for bicycle commuters such as safe and secure bike parking or shower facilities. *

- Yes
 - No
-

Other

67. O1. Our office includes a sustainability topic in staff meeting agendas, or shares sustainability practices at staff meetings or through other forms of communication when office members encounter new applicable sustainability best practice ideas. *

- At least 75% of the time
 - Less than 75% of the time
 - Not applicable
-

68. O2. At least 50% of our office has taken the [UW Sustainability Pledge](#). *

- Yes
 - No
-

69. O3. At least 50% of our office is aware of the [UW Climate Action Plan](#) and is familiar with its policies. *

- Yes
 - No
-

70. O4. Our common areas are supplied with [environmentally friendly cleaning supplies](#) (e.g. environmentally friendly dish soap). *

- Yes
 - No
 - Not applicable
-

71. O5. Our office has at least one live plant. Plants act as air filters, absorbing some pollutants. Please check with coworkers about any plant allergies they may have before bringing plants into the office. *

- Yes
 - No
-

LOGIC Show/hide trigger exists.

72. O6. Our office performs sustainable practices not covered by this questionnaire. *

- Yes
 - No
-

LOGIC Hidden unless: #72 Question "O6. Our office performs sustainable practices not covered by this questionnaire." is one of the following answers ("Yes")

73. O7. Please describe the sustainable practices not included in this questionnaire that your office performs. *
