

Your Name:	
Your Email Address:	
Department/Office Name:	<input type="text"/>
Number of Staff/Faculty in Office:	<input type="text"/>
Physical Workplace Location:	<input type="text"/>
Phone Number:	<input type="text"/>

Certification Checklist

Energy	
<input type="checkbox"/>	We turn off overhead lights that are not in use except those required for safety.
<input type="checkbox"/>	We use natural light or desk lamps with a LED bulb rather than overhead lighting when possible.
<input type="checkbox"/>	We have reached out to our building manager to discuss the installation of motion sensor lighting in common spaces.
<input type="checkbox"/>	We have upgraded our overhead lighting to more efficient options like LED bulbs, when possible.
<input type="checkbox"/>	We turn off our computers at night (please check with your IT department to make sure that this is acceptable).
<input type="checkbox"/>	We have adjusted our computer settings to go into \"Stand By Mode\" after 10 minutes and to \"Hibernate Mode\" after 15 minutes. Please note that screen savers do not save energy.
<input type="checkbox"/>	Employees in our office have a power strip where electronics such as computers, monitors, desk printers, and speakers can easily be turned off when not in use.

<input type="checkbox"/>	We have eliminated unnecessary electronic equipment (e.g. desktop printers) in favor of using central equipment. Please consult with your IT department when necessary.
<input type="checkbox"/>	We have enabled energy-saving settings on all copiers and printers used by our office.
<input type="checkbox"/>	We keep exterior windows and doors closed when our space is being heated or cooled. If your office is too hot or cold, that your space is too warm or too cool, please submit a work order to have this adjusted.
<input type="checkbox"/>	We have access to adjustable thermostats in our workspaces and follow the institutional policy for temperature regulation (76F in summer, 70F in winter).
<input type="checkbox"/>	We encourage staff to bring an extra layer (e.g. a jacket or sweater) if the temperature in the office is uncomfortable, reducing the need for personal space heaters.

Purchasing and Procurement

<input type="checkbox"/>	We use green/sustainable filters in Buy@Duke with vendors that make them available.
<input type="checkbox"/>	We purchase paper and other office supplies that have recycled content or are eco-certified.
<input type="checkbox"/>	Our office coordinates office supply and other orders into one large order, instead of many, smaller orders.
<input type="checkbox"/>	When we have extra office supplies or other items that we do not need, we share with other nearby departments or donate to local schools or non profits, like Scrap Exchange.
<input type="checkbox"/>	When our office needs new furniture or computers, we visit Duke Surplus to review currently available items.
<input type="checkbox"/>	We purchase ENERGY STAR certified appliances when possible in compliance with Duke's ENERGY STAR policy.

Transportation

<input type="checkbox"/>	We encourage biking, walking, public transportation, and carpooling to work and employees in our office are aware of the resources provided by Duke Parking and Transportation for alternative commuting.
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<input type="checkbox"/>	At least half of our office has mapped a walk/bike/public transit route in Google Maps to see if there are commuting options available.
<input type="checkbox"/>	We encourage employees in our office to obtain a subsidized GoPass from Duke Parking and Transportation which allows them to ride all Durham and regional transit buses.
<input type="checkbox"/>	We allow telecommuting, if appropriate for our personnel.
<input type="checkbox"/>	We use videoconferencing and conference calls instead of traveling for meetings, when possible.
<input type="checkbox"/>	When we purchase airfare for Duke-related travel, we offset our emissions by purchasing carbon offsets through the Duke Carbon Offsets Initiative.
<input type="checkbox"/>	We encourage visitors to use public transportation by providing them with information on Duke buses and regional bus routes.
<input type="checkbox"/>	We encourage employees to walk, bike (including the City of Durham's new bike-share program), or use buses for on-campus or near-campus meetings.
Water	
<input type="checkbox"/>	We report all leaks to Duke Facilities Management department by submitting a service request.
<input type="checkbox"/>	We ensure that all employees in our office have ready access to water through kitchen sinks and near fountains.
<input type="checkbox"/>	We use reusable water bottles and mugs instead of disposable plastic water bottles or cups.
Waste Reduction & Common Spaces	
<input type="checkbox"/>	We have proper recycling bins in our office. If we do not have recycling bins, we have contacted Duke Sanitation and Recycling to explore our options.
<input type="checkbox"/>	We recycle all possible paper, plastics #1-7, metals, glass, and cardboard in our office.

<input type="checkbox"/>	We participate in the Duke Mini-Bin program for convenience and transport to a central waste and recycling location, as available.
<input type="checkbox"/>	We recycle all electronic waste that is Duke property through the Duke Surplus Property Program.
<input type="checkbox"/>	We have set all of our computers to default to double-sided printing.
<input type="checkbox"/>	We edit and share documents electronically rather than printing them, when possible.
<input type="checkbox"/>	When we need to print documents, we use narrow margins, smaller fonts, or single-spacing to save paper and ink.
<input type="checkbox"/>	We circulate memos and notices on a central board or electronically rather than distributing paper copies to each employee.
<input type="checkbox"/>	If there is an office kitchen or break room, we keep reusable plates, mugs, glasses, and utensils in the room to avoid disposable items.

Events and Meetings

<input type="checkbox"/>	For larger events, we will complete the Green Event Certification form to ensure that our event is sustainable.
<input type="checkbox"/>	We send reminders for meetings and event attendees to bring their own reusable mug or cup.
<input type="checkbox"/>	We use reusable dishware or utensils at events. Where this is not possible, we use options that have no toxic content or are biodegradable. We do not use plastic or styrofoam.
<input type="checkbox"/>	We avoid unnecessary waste for meetings or events by avoiding individually wrapped/boxed meals or individual water bottles/cans. Please talk to your caterer or vendor to determine the best options.
<input type="checkbox"/>	When food is provided at meetings or events, we work with the caterer or vendor to determine locally sourced and/or organic food options . We also make sure to provide multiple vegetarian/vegan options.
<input type="checkbox"/>	When we host large events, we ensure that there is adequate access to recycling. If our building or the event space does not have adequate recycling/composting bins, we contact Duke Recycles .

Publications

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| <input type="checkbox"/> | We distribute publications electronically unless individuals request a physical copy. |
| <input type="checkbox"/> | If our office distributes a hard-copy publication(s), we have taken steps to reduce the length and size to save paper and ink. |
| <input type="checkbox"/> | We print any publications on paper that has recycled content and/or the paper is printed on paper sourced from a sustainably managed forest. |

Education and Participation

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| <input type="checkbox"/> | [REQUIRED] At least one employee in our workplace has attended the Sustainability Leadership Training workshop through Human Resources Learning and Organization Development. |
| <input type="checkbox"/> | [REQUIRED] All employees in our workplace have taken the Sustainable Duke Pledge . |
| <input type="checkbox"/> | [REQUIRED] All employees in our workplace have taken Sustainable Duke's Carbon Calculator . |
| <input type="checkbox"/> | We educate new staff members about the sustainable practices of our workplace. |
| <input type="checkbox"/> | We have contacted Sustainable Duke about the availability of educational stickers and signage with sustainability tips. |
| <input type="checkbox"/> | We have recommended Green Workplace Certification to another workplace. |

Wellness

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| <input type="checkbox"/> | We encourage employees to have walking meetings inside or outside of our building, when feasible. |
| <input type="checkbox"/> | We take time at staff meetings or during new employee orientation to share health and wellness resources such as stress/sleep management, financial wellness tips, and fitness opportunities available at Duke. |
| <input type="checkbox"/> | We have shared information on the benefits and guidelines to eating healthy . |

<input type="checkbox"/>	We provide healthy food options like fruits and vegetables when hosting meetings, conferences, and events.
<input type="checkbox"/>	Leadership in our workplace has demonstrated an understanding and commitment to work-life balance for employees.
<input type="checkbox"/>	We encourage employees to take short breaks throughout the day to recharge and recommend or provide good places for this. If there are not any relaxation spaces near our office, we encourage stretching/movement near employees' desks or have created a wellness space in our office.
<input type="checkbox"/>	We participate in campus fitness challenges such as the Get Moving Challenge .
<input type="checkbox"/>	We have spaces where employees have access to natural light whether in their offices or in common spaces.

Other

<input type="checkbox"/>	<p>Provide information about a unique sustainability project undertaken by your office.</p> <div><div></div><div></div><div></div></div>
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Save Checklist