



Gloucester Green Office Checklist

Complete the top portion of the Checklist with your office information, and check off all of the green initiatives your office currently performs. If you meet the minimum green initiatives under each section, you are well on your way to becoming a Gloucester Green Office. To receive your certificate, please return a signed copy of the Checklist along with your Pledge to continue your green efforts, to: Gloucester Clean

Community, PO Box 1306, Gloucester, VA 23061. Thank you for taking the Gloucester Green Office Challenge!

Company's Name: _____

Proprietor's Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Web address: _____

Type of Business: _____

Number of Employees: _____ Size of Office Space: _____

To be considered a **Green Gloucester Office**, your office must be actively meeting the minimum number of green initiatives listed in each area below.

Waste Reduction (minimum of 5 items must be met):

- Our office has a recycling program (including recycling of glass, plastics, and aluminum)
- We recycle or re-use paper, including cardboard (boxes), mixed paper (magazines, color paper, junk mail, etc.), newspaper, office paper (color paper, computer paper, copier paper, ledger, etc.)
- We provide employees with convenient access to recycling containers
- We reuse folders, file clips, covers, binders, and other office supplies
- We have designated a recycling coordinator whose responsible for monitoring and maintaining the recycling program
- We have posted recycling signs throughout your office to remind employees and visitors to recycle
- We collect items that cannot be thrown away and institute procedures for their responsible disposal (i.e., batteries, CFL's, cell phones, and other electronics)
- We practice electronic information storage to reduce paper files
- We have designated an area where office supplies are kept for sharing office supplies that can be re-used (i.e., binders, pens, paper clips, etc.)
- We provide at least one reusable bag in the kitchen or break room for staff to use in place of plastic bags when shopping or buying lunch, supplies, etc.

Source Reduction (minimum of 5 items must be met):

- Our office has made two sided printing and copying a standard practice in our office
- In the kitchen/lunch/break room, our office has replaced disposable wares with permanent mugs, dishes, utensils, etc., and use refillable containers for sugar, condiments, etc., to avoid condiment packets
- We use previously used/printed paper for scratch paper or internal memos
- We have reduced newsprint by becoming online subscribers to newspapers and magazines
- We reduced the mail coming into our office by requesting to be removed from unwanted mailing list or share mailed information by having multiple employees removed from the same mailing list

- We reduced junk mail by requesting to be removed from unwanted mailing list or ask to be added to email distribution of material
- Employees send and receive faxes directly from our computers without printing
- We have designed marketing materials so that they require no envelopes
- We purchase used or refurbished equipment and/or furniture
- We donate, sell, or exchange unwanted but usable items (i.e., supplies, electronics, furniture, etc.)

Environmental Purchasing Measures (minimum of 5 items must be met):

- Implement a procurement guideline for purchasing for your office
- Purchase copy, computer, and fax paper with a minimum of 30% post consumer waste content.
- Purchase letterhead, envelopes, and business cards with minimum of 30% post consumer waste.
- Purchase janitorial paper with a minimum of 35% post consumer waste content.
- Purchase and use rechargeable batteries for office use
- Purchase file folders and other paper products with recycled content
- When remodeling, use recycled content, refurbished, or salvaged material
- Question your suppliers about their environmental policies, and switch, if necessary.
- Buy local, if at all possible, to reduce trucking and shipping costs.
- Support supplier and vendors that use less packaging material and green shipping policies.
- Purchase software online and download it to avoid packaging and shipping costs and materials.

Energy Conservation (minimum of 5 items must be met):

- Institute and follow a written policy that all electronic devices and lighting be turned off or unplugged when not in use and use light switch reminders to remind staff
- Complete regularly scheduled maintenance on the office HVAC
- Clean or change filters every 2 months
- Maintain industry-recommended maintenance on all company vehicles
- Replace non-dimming incandescent bulbs with compact fluorescents
- Conduct a energy efficiency survey of the office
- Work by natural light wherever possible.
- Institute a written policy that ensures blinds and curtains are closed during peak summer period to reduce the energy need for air condition
- Replace office equipment with energy saving features (i.e., Energy Star)
- Capture rain water for use with landscaping
- Use motion sensor light switches or daylight dimmers that turn off automatically when light is sufficient

Employee Practices (minimum of 5 items must be met):

- Adopt a written environmental policy statement stating your office's commitment to operate as a green office and have all employees sign it
- Train new employees on your green business procedures and practices
- Provide a designated area for smoking employees with adequate cigarette butt containers
- Provide education to employees on environmental/sustainability topics
- Develop procedures for employee practices
- Measure how you are doing by issuing periodic status reports. Post dollar savings as well as waste volume reduction.
- Use environmentally-friendly cleaning supplies throughout the office.
- Your business has adopted and maintains a spot or highway in your community

Proprietor's signature

Date



Gloucester Goes Green Office Pledge

_____ realizes that our everyday business choices have an impact on the global environment, on people inside and outside our office, and on our bottom line. We understand that in many cases, a good choice for the environment also makes good economic sense, and can positively affect the health of the people with whom we work and serve. We have met the minimum requirements of the Gloucester Green Office Challenge. We pledge our commitment to continuing these activities as well as search for additional ways to improve our efforts for a greener, healthier, and more energy-efficient office.

Proprietor

Date

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Please post a copy of this Pledge in your office as a reminder to all employees to keep up your green efforts! A signed copy of the Pledge must be submitted with your Gloucester Green Office Checklist in order to qualify as a Gloucester Green Office.