

Cal Poly Pomona

Green Space Assessment Checklist

Please use this checklist for your office's personal use only. The purpose of this printable version of the checklist is to assist you when conducting the assessment as well as filling out your final online Assessment Form submission. This can also be found on our website at: <http://www.greencampuscpp.org/greenspace.htm#670137845>.

Prerequisites

- ☐ Department should have at least one Green Delegate (this could be you or the person submitting the application) that represents the department or office. The Green Delegate should meet at least quarterly with the department/office to inform, discuss green goals, certification progress, offer training, delegate tasks, etc.

Description/Documentation:

- ☐ At least 75% of the department or office must review or see the "Green 101" presentation and take the online quiz. Both can be accessed through our website at: <http://www.greencampuscpp.org/greenspace.htm#670137845>.

Description/Documentation:

- ☐ At least 75% of the department or office must commit to go green by participating in the online Sustainability Pledge. This can also be accessed through our website at: <http://www.greencampuscpp.org/sustainabilitypledge.htm>.

Description/Documentation:

Energy

(20 points possible)

- ☐ There are no CRT monitors in use by the department or office. Please provide the total number of monitors. This includes CRT and LCD flat screen monitors (*For a definition of CRT, see "Glossary," in Resource Guide*). (1 point)

Description/Documentation:

- ☐ Department or office has conducted an appliance audit and eliminated any unnecessary personal refrigerators or other appliances *AND/OR* there are no refrigerators older than 7 years in use by the Department (Energy Star rated appliances are appropriate). (1 point)

Description/Documentation:

- ☐ Department or office shares information on building energy usage with all employees at least quarterly (*Facilities Management & Planning can provide this information*). (1 point)

Description/Documentation:

- ☐ Department or office utilizes power strips and organizes them for easy accessibility. These are turned off at night to prevent "phantom loads" (*See "How to Organize Power Strips," in Resource Guide*). Please note that programmed phones should be plugged into their own power strip or surge protector and not turned off at night, as many need to be reprogrammed. Phones are plugged into surge protectors strictly to keep them working after a power outage and power return. (1 point)

Description/Documentation:

- ☐ Department or office turns off unattended computer monitors. For example, turn computer monitors off for a lunch break or when leaving the room for more than 20 minutes to conserve energy. (2 points)

Description/Documentation:

- ☐ Department or office utilizes computer power save modes and has disabled screen savers. Have a staff meeting to educate all employees on how to set their computer settings to energy saving mode. Remind staff to turn off computers at the end of the day (*See “How to Help Your Computer Save Energy,” in Resource Guide*). (2 points)

Description/Documentation:

- ☐ Department or office turns off all printers and electronic devices and their power strips when the office is vacant (i.e. vacation days, after hours, etc) (*See “Ten Tips for Office Sustainability” in Resource Guide*). (1 point)

Description/Documentation:

- ☐ Department or office lighting has been assessed for energy reduction strategies by Facilities Management and/or the Green Campus Program. (1 point)

Description/Documentation:

- ☐ Department or office lighting has been delamped and/or is using energy saving lighting strategies. These can include the following: inviting the use of natural daylight; creating individual space lighting by placing a lamp on one’s desk to eliminate the use of unnecessary overhead lighting; having Facilities Management replace unnecessary light tubes in ballast with ‘phantom tubes’; having Facilities Management install dual lighting switches that control separate sections of overhead lighting. (6 points)

Description/Documentation:

- ☐ Department or office has installed Compact Fluorescent Bulbs (CFLs) in any available lighting fixtures. Identify quantity of CFLs used. (2 points)

Description/Documentation:

- ☐ Department or office unplugs all unused electronic devices. We recommend walking through the office to make sure all electronic devices that are not needed are unplugged. Assign someone to be in charge of unplugging and turning off power strips to all electronic devices at the end of the work day (this can include coffee machines, etc.). (2 points)

Description/Documentation:

Waste

(7 points possible)

- ☐ Department or office has well-labeled recycling bins for paper in all offices, copy rooms, and common areas (i.e. break and meeting rooms) and are located near or adjacent to waste bins. (1 point)

Description/Documentation:

- ☐ Department or office offers well-labeled beverage container recycling in at least one location per floor or provides information on the location of the closest recycling container. (1 point)

Description/Documentation:

- ☐ Department or office offers composting in one central location. (1 point)

Description/Documentation:

- ☐ Department or office has a one-side clean paper bin near each public printer and/or copier for single-sided print jobs. This paper can be collected in a tray or drawer and loaded into the printer in a separate paper tray (printers often have more than one drawer in order to select different paper from the comfort of your computer). Single-sided paper can also be used as scratch paper. It is understood that confidential documents cannot be used for this purpose. (1 point)

Description/Documentation:

- ☐ Department or office has set double-sided printing as the default for each public printer. (1 point)

Description/Documentation:

- ☐ Department or office has a scanner available to all employees to minimize the need for printing and has a program in place to train employees on how to use it. (1 point)

Description/Documentation:

- ☐ Department or office fully utilizes the services of University Recycling. (1 point)

Description/Documentation:

Transportation

(6 points possible)

- ☐ Department or office has created an area dedicated to posting information on rideshare opportunities and alternative transportation, including alternatives to business travel. (1 point)

Description/Documentation:

- ☐ A majority of the department or office uses alternate means of transportation to get to work. Please include the number of people who do the following: 1) bike, walk, telecommute; 2) take public transportation; 3) carpool, rideshare; 4) drive a hybrid; 5) drive and drive own car. (Up to 5 points)

Description/Documentation:

Purchasing

(6 points possible)

- ☐ Department or office uses 30% post consumer content copy paper for at least 90% of purchases (1 point). Department or office uses 100% post consumer content copy paper for at least 90% of paper purchased. (2 points)

Description/Documentation:

- ☐ Department or office uses rechargeable batteries and/or offers battery recycling. (1 point)

Description/Documentation:

- ☐ Department or office utilizes furniture that is reused or manufactured with recycled or environmentally-friendly materials. This must be true for 75% of new acquisitions in last year. (1 point)

Description/Documentation:

- ☐ Department or office purchases refilled ink cartridges and recycles them through campus recycling. (1 point)

Description/Documentation:

- ☐ Department or office uses the “Green Pages” as its purchasing guide from vendors. For example, those offices that use Office Max have a choice of “green products.” When making last minute purchases, try to obtain these items from a locally owned business rather than a large commercial retailer. This is good for Pomona’s economy and community ties. (1 point)

Description/Documentation:

Food + Dining

(5 points possible)

- ☐ Department or office offers reusable plates, cups, and silverware (along with a means to wash them) in each break room. (1 point)

Description/Documentation:

- ☐ Department or office offers no bottled water and encourages reusable / refillable canteens, cups, etc. (1 point)

Description/Documentation:

- ☐ Department or office continues to eliminate waste at office parties. When having office parties, request the catering service to provide reusable dishes. Otherwise, ask everyone to bring their own plates and utensils, or purchase an office set. (1 point)

Description/Documentation:

- ☐ Department or office employees have a weekly “Waste Free Lunch.” This will reduce packaging and assist in creating a sustainable social practice within personal office practice. (See “Waste Free Lunch” in Resource Guide) (1 point)

Description/Documentation:

- ☐ Department or office uses environmentally friendly cleaning supplies. It is recommended that offices use biodegradable and environmentally conscious cleaning products. When appropriate request “Green Seal” for ALL cleaning supplies for the office. “Green Seal” products are third party certified as environmentally friendly and are often used by custodial services on campus. (1 point)

Description/Documentation:

Networking + Awareness

(6 points possible)

- ☐ Your office strives to increase networking and awareness by placing the link to the Green Space webpage (www.greencampuscpp.org/greenspace.htm) and/or the Green Space logo (available for download on our website at: www.greencampuscpp.org/greenspace.htm#670137845) on any website or homepage that the office controls (if you have a website). Please include the link to the webpage in the description. (2 points)

Description/Documentation:

- ☐ 75% of office members have signed up for the Green Campus mailing list. This can be done through our website. (1 point)

Description/Documentation:

☐ One or more office staff members have recruited another office to participate in this program by filling out the application form. (2 points)

Description/Documentation:

☐ Department or office submits an article to “Caught Green Handed,” which is published in our monthly newsletter and displayed on our website. This is a way to spotlight an individual or office that is going the extra mile in sustainability or green initiatives and is worthy of recognition. Follow instructions on the following webpage:

www.greencampuscpp.org/caughtgreenhanded.htm. (1 point)

Description/Documentation:

Innovation Points

(10 points possible)

Departments can earn up to 10 additional points for departmental sustainability initiatives not listed above, subject to approval. These initiatives can include those addressing individual behaviors in the areas including but not limited to energy or water use. Please itemize, describe, and document below. If you have questions about whether something qualifies please contact us at GreenCampus.CPP@gmail.com (10 points maximum)

☐ _____ (1 point)

Description/Documentation:

☐ _____ (1 point)

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☐ _____ (1 point)

Description/Documentation:

☐ _____ (1 point)

Description/Documentation:

GREEN SPACE: Sustainable Assessment and Certification Pledge

“As the designated representative of _____, I _____ pledge that:

- *we currently meet the requirements of the Green Space certification,*
- *we intend to maintain the programs and initiatives described in our application,*
- *we will seek to continually improve and expand our internal green initiatives, and*
- *we will work to educate our faculty, staff, and/or students about our participation in this program.”*

Please fill out all contact information below:

DEPARTMENT NAME: _____

Number of Staff in Department: _____

Green Delegate (Contact Person and Title): _____

Email : _____ Telephone: _____

NUMBER OF POINTS: _____