

Certified Green Office Program Action Guide

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Introduction

Hello and welcome to the Certified Green Office Program at the University of Illinois Urbana-Champaign! The CGOP program is coordinated by Facilities & Services, as part of the Greener Campus Program run through the Institute for Sustainability, Energy, and Environment, the University’s center for sustainability-focused research, education, and campus sustainability improvement. We are very excited to be working with you to increase the sustainability of offices around our campus!

In order to obtain certification, an office must identify a full-time staff member who is capable of organizing and coordinating Green Office Certification. This individual is the designated Sustainability Ambassador and is the liaison to the Greener Campus team. Please consult the Ambassador Guide for a full list of duties.

The actions described within this program are all elective, the identified Ambassador will work with their department to select which actions are already being taken. And consider the goals your department would like to set to complete additional actions.

- This guide provides a list of the 73 elective actions for Green Office Certification.
- Completion of 10-20 actions will earn Caterpillar level Certification
- Completion of 21-30 actions will earn Chrysalis level Certification
- Completion of 31+ actions will earn Monarch level Certification

Green Office Certification lasts one year, and recertification occurs yearly. For more information on recertification and guidelines to complete actions, please consult the Sustainability Ambassador Guide to Green Office Certification.

Spaces and Systems

Maintaining the spaces that we reside and work within, and the systems that keep those spaces going, promotes a culture of sustainability. When you need something to function, you don't wait until its filthy to clean it, or until its broken before you call a repair man. We continually spray down surfaces at our homes, so everyone has a clean space to eat. We perform routine maintenance on equipment, like oiling a bike chain, to keep things running well. To sustain our spaces and systems we must maintain them and when needed, upgrade them to optimize the efficiency of spaces and resources utilization.

Energy

Lighting

1. Turn off lights when other light sources are sufficient
2. Utilize task lights in workspaces
3. Display "Not in Use, turn off the Juice" sign on light switches
4. Upgrade to LED lighting
5. Implement occupancy sensor lighting
6. Have a team dedicated to turn off lights on evenings and weekends

Equipment

7. Turn off or unplug appliances and equipment on evenings and weekends
8. Display "Not in Use, turn off the Juice" sign on appliances and equipment
9. Plug computer systems or other equipment into power strips with timers
10. Locate your equipment efficiently for HVAC and lighting systems
11. Reduce old electronic records

HVAC Systems

12. Do not open windows when HVAC is running
13. Close blinds on warm days to prevent heating
14. Open blinds on cold days to let the sun warm the room
15. Do not use space heaters

Water

Implement Water Efficiency Features

16. Install Low Flow Faucets
17. Install Efficient Toilets
18. Implement Other efficiency features
19. Eliminate once through water cooling for equipment

Provide Water Refill Stations

20. Install refill stations
21. Provide a water filter/pitcher

Waste

Reduce

22. Only purchase paper with 30% or higher recycled content
23. Eliminate printing wherever possible and switch to paperless systems
24. Establish departmental guidelines to eliminate the purchase of plastic water bottles
25. When ordering food or catering, remove single-use items or replace with reusable items.

Food Waste

26. Perform regular fridge clean outs
27. Provide a location and communication for “up for grabs” food

Reuse

28. Use reusable cups, plates, and utensils
29. Set a policy and protocol for reviewing the items at Campus Surplus

Recycle

30. Have members of your office sign the “Use the Bin” pledge
31. Provide properly labeled recycling and waste bins

Dispose of specialized waste properly

32. Chemical Waste
33. Batteries
34. Styrofoam and packaging
35. Utilize manufacturer “take back” programs
36. Utilize Terracycle or other waste recycling systems

Maintaining Systems

37. Post maintenance and contact information by equipment
38. Identify maintenance needs in your space and provide them to your facility manager
39. Have a facility manager/RCx team evaluate your space
40. If you operate a fleet, ensure that your Fleet Administrator is in coordination with F&S and has a green fleet plan.

Efficient Spaces

41. Establish a departmental policy that allows for remote, hybrid, and mixed schedule work
42. Provide a welcoming shared use space and appropriate resources for employees who are mainly remote

43. Relinquish an individual office space
44. Clean out unoccupied and old storage rooms
45. Digitize and recycle old files
46. Utilize space more efficiently

Community and Innovation

No matter the context, we exist in multiple interconnected communities. Our work environment creates products and services that provide for other communities. But the services that an office provides do not end at the customer. The employees within the building socialize and exchange information, they learn about new places to eat and events in the community. The building itself provides services not only to the employees, but community members benefit from building amenities and outreach.

Office Community

47. Provide a communal kitchen space
48. Provide shared use appliances and items
49. Host a Certified Green Event
50. Implement a departmental bike share program
51. Create a green space
52. Create or identify communal shared space

Campus Community

53. Provide bike parking
54. Co-host an "It's your MTD, too" event
55. Host a tour of a sustainable site
56. Have participants from your department attend or participate in a sustainability event
57. Host a departmental welcome event during Bike to Work Day
58. Volunteer at Light the Night
59. Volunteer during Arbor Day
60. Participate in the International Freezer Challenge
61. Relinquish a University staff parking permit
62. Promote a carpooling program for staff
63. Recruit another unit to become Green Office Certified
64. Promote your Green Office Certification Status

Innovation

65. Tell us about your unit's extraordinary actions that contribute to sustainability that are not included in the CGOP Guide
66. Maintain and update an iCAP Portal Project page that is dedicated to your unit's sustainability efforts

Funding and Grants

Securing funds for campus sustainability enables us to maintain our spaces, systems, community, and innovations.

67. Apply for Student Sustainability Committee funding
68. Apply for Revolving Loan Funding
69. Apply for Other Funding
70. Include Sustainability priorities in your Donor funding requests
71. Allocate departmental funding to support a sustainability improvement
72. Establish an internal funding program for sustainability improvements
73. Establish an office budgeting policy or annual departmental budget that includes sustainability improvements

Conclusion

Thank you for considering Green Certification for your office. Our campus culture of sustainability is ever growing, and your office's commitment to sustainability creates a garden for the seeds of this culture to thrive.

Please consult the Certified Green Office Program Ambassador Guide for more details on program structure and how to become certified.

If you have any questions along the way, please do not hesitate to reach out to greenercampus@illinois.edu. We are always happy to help with greening your office!