

Spartan Green Office Certification Checklist

Energy

1. Turn off lights (if safe) in unoccupied areas.
2. Turn off electronics when not in use.
3. Use power strips at workstations and turn them off over weekends and breaks.
Enable energy-saving power management settings on computers and other electronic equipment (e.g., copy machines).
4. Utilize natural day lighting when possible.
5. Use LEDs in all task lighting (e.g., desk lamps).
6. Keep windows closed when AC or heat is running.
7. Use blinds/shades in each office to prevent excess heating/cooling.
8. Set refrigerator temperature between 35°-38°F and freezer at 0°F, if applicable.
9. Send an email to employees before holidays and breaks containing an energy saving checklist.
10. Report leaks, heating/cooling comfort issues, or other maintenance issues to IPF.
11. Keep heating, cooling, and ventilation equipment fixtures clear of furnishings or other material.
12. Develop a plan to replace older and appliances in poor-condition with new ENERGY STAR appliances.

Transportation

1. Where possible, minimize business travel through the use of teleconferencing and videoconferencing.
2. Allow employees to work remotely when appropriate and/or have flexible schedules.
3. Encourage and use sustainable transportations options available on campus and for commuting, including: walking, bicycling, public transportation, and rideshares.
4. Have a designated department bicycle to share for campus transportation.
5. Prioritize shared transportation when traveling to and from the airport for university-related travel.

Health and Well-Being

1. Encourage employee participation in MSU health and well-being programming and services.
2. Encourage employees to take breaks and take a full lunch break.
3. Encourage employees to review best practices for ergonomic workstations and conduct a worksite evaluation, if appropriate.
4. Provide a Well-Being space that is designed to improve the quality of individuals mental and physical health. This is a quiet space with comfortable seating and de-stressing activities.
5. Have at least 1 plant per 5 employees.

Food and Beverage

1. Encourage employees to bring beverages and food in reusable containers.
2. Provide reusable plates, cups, and utensils for employees and visitors to use.
3. Only offer organic and/or fair trade coffee.
4. Share information about MSU produced vegetables and food products with employees.
5. Include at least one vegetarian or vegan option at all events or meetings where food is offered.
6. When using catering, request that the caterer provide drinks and snacks in bulk rather than individual containers.
7. When using catering, select catering options that use reusable, recyclable or compostable products.

Purchasing

1. Review inventory at the Surplus Store first before seeking brand new items when purchasing office supplies or furniture.
2. Consolidate office supply orders and purchase in bulk to minimize packaging.
3. Reuse packaging or request that vendors take back unused packaging. When packaging materials cannot be reused, recycle all applicable items.
4. Purchase office supplies made from recycled materials whenever possible.
5. Purchase paper products with the max post-consumer recycled content available and that are certified by the Forest Stewardship Council or Sustainable Forestry Initiative.
6. Purchase green cleaning products, such as EcoLogo, EPA Safer Choice or Green Seal.
7. Only purchase Energy Star or EPEAT-rated printers, computers, monitors or other electronics.

Purchasing Cont.

8. Purchase furniture that is used or that has a sustainability certification.
9. Avoid purchasing single-use items (e.g., disposable plates and utensils, single-serve coffee, bottled water, non-refillable pens) whenever possible.
10. Purchase rechargeable batteries instead of disposable batteries.
11. Purchase high-yield and/or remanufactured toner and ink cartridges.
12. Minimize the use of giveaways and/or purchase items that are made sustainably (e.g., made from recycled content, fair trade), can be reused or recycled. Allow individuals to decline giveaways.
13. Assess office purchases annually and identify opportunities for more sustainable purchasing.

Waste Reduction

1. Have at least one designated Waste Warrior within our unit.
2. Ensure all common areas have a recycling station that is properly labeled and includes signage for proper disposal.
3. Use mini landfill baskets and under the desk recycling bins for office and mixed paper at individual work stations.
4. Conduct a waste audit to identify areas for improvement and report results and suggestions with the unit.
5. Hold at least one "Clean out day" to promote reuse and recycling annually.
6. Designate an area for sharing office supplies that can be reused (e.g., folders, binders, scrap paper, pens).
7. Collect and re-use non-confidential one sided paper.
8. Set all computers and printers to print double sided.
9. Distribute electronic versions of documents and avoid paper copies when possible.
10. Use posters or paperless means to promote an event or program rather than mass-printing and distributing brochures or flyers.
11. Lower the page count of publications and avoid using foils, lamination, or other effects that make printed materials unrecyclable.
12. Adjust at least one office policy to eliminate paper use.
13. Unsubscribe from unnecessary paper publications in the office.

Sustainable Culture

1. All employees within the unit have taken the MSU Sustainability Pledge.
2. The unit follows the Office of Sustainability on Facebook, Twitter, and/or Instagram.
3. Subscribe to the MSU Sustainability newsletter.
4. Display signage to encourage sustainable actions including energy and water conservation measures, waste reduction and recycling information, and sustainable commuting and transportation options.
5. Regularly discuss strategies to encourage sustainable behaviors such as energy and water conservation measures, waste reduction and recycling, sustainable commuting and transportation options, health and well-being.
6. Identify the U.N. Sustainable Development Goal(s) that most relate to the work of the unit.
7. Encourage and support employees in attending a sustainability event at least once per year.
8. Employees participate in at least one university service event.
9. Inspire another office to pursue the Green Office Certification program.
10. All employees have attended at least one diversity, equity, and inclusion training opportunity.
11. Introduce new employees to unit sustainability policies and sustainable services and facilities at MSU.
12. Integrate sustainability into new hire job descriptions.