

# green paws

## Level 1 - Tracking Checklist

Entire Office

<b>Energy</b>			
We turn off our monitors and put our computers to sleep/standby/hibernate mode when not in use. At night we fully shut them off.			
We enable power management on our computers to reduce energy consumption, through departmental power mgmt processes by our local IT staff, or individual settings on our computers into hibernation whenever possible, without negatively affecting productivity.			
We turn off the lights in our office and common spaces when we leave the room.			
We have put "lights out" prompts on the switches.			
<b>Recycling</b>			
We have the recycling bins we need in our kitchens, break rooms, conference rooms, mailrooms, and copy rooms. including bins for Cans, Mixed Office Paper, Plastic Bottles, Glass, Newspapers, and a Battery Bucket.			
We have reviewed the University's <u>Recycling and Reuse Policy (AD 34)</u> at a recent staff meeting.			
Our staff reviewed the Penn State Recycling Guidelines at a recent staff meeting. If we had any questions, we sent them to Al Matyasovsky.			
Our office provides recycling bins at events and meetings that we sponsor.			
<b>Waste Reduction</b>			
For one week, we listed the items that we throw away on our worksheet, and noted ways in which they could produce less or find substitutes.			
We print on both sides of the paper whenever possible. Duplex copying is the default setting on our printers, if possible. We reuse paper that has printing on one side, when appropriate.			
<b>Purchasing</b>			
We purchase paper with 30% recycled content (RC).			
We purchase electronics and appliances that are either Energy Star or EPEAT rated.			
When we need furniture, we determine the most sustainable options. This includes checking with Salvage and OPP first to see if there is some used furniture we could use.			
We look for green alternatives for office supplies, such as refillable pens and pencils, recycled-content pads of paper, etc.			
<b>Outreach and Participation</b>			
Each of us has taken the foot-print network quiz to explore our resource consumption and ways to step lighter on the earth.			
We are aware of the Green Team program and considered starting one to lead our efforts.			
<b>Events and Meetings</b>			
We have reviewed the Green Meetings Guide with our staff.			
We ask our caterer to use local foods as much as possible & to not use individual packaging.			
We send a notice to meeting attendees reminding them to bring their own cups or mugs.			
<b>Transportation</b>			
We have looked at the Take Charge website on transportation and discussed at a staff meeting options for commuting to campus and getting around campus.			
We have determined the closest bike racks to our building.			
<b>Kitchen and Breakrooms</b>			
We use 30% recycled-content papertowels in our kitchens and breakrooms.			
<b>Publications</b>			
We make electronic versions of our publications available.			