



Green Office Program - Onboarding Information

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Welcome to the ASCP's Green Office Program!

Thank you for participating in the ASCP's Green Office Program and helping Auraria Campus become more sustainable. Below you'll find all the information you need to know to get started. Should you have any questions, please contact your appointed ASCP Green Office Representative:

Name: _____

Contact: _____

Mission

The mission of the ASCP's Green Office Program is to increase sustainability practices, knowledge, awareness and efforts in offices and departments across campus. This program provides an opportunity for staff, faculty and administrators to engage with Auraria's sustainability efforts and to build a more expansive and cohesive network of sustainability advocates across campus. This will be achieved through energy efficiency upgrades, waste diversion efforts and sustainable behavior change education and awareness in offices across campus. By incorporating the entire campus, we can all celebrate and unify our collective efforts. Specifically, the Green Office program mission aims to:

1. **Connect** dots across campus through tri-institutional departments and offices
2. **Leverage** office influence to increase student and faculty awareness of the ASCP and sustainability principals on campus
3. **Engage** permanent faculty and staff to sustain and promote the ASCP goals
4. **Inspire** behavior change through interventions and education
5. **Achieve** our commitment to the American College and University President's Climate Commitment (20% reduction of carbon emissions by 2020)



The Steps/Timeline:

1. Reach out to greenoffices@ahec.edu to set up an initial onboarding and logistics meeting with an ASCP representative to address the bronze certification checklist
2. Review in detail all the components of the Green Office program. Discuss and sketch out the process of implementation that best suits your office.
3. Complete Bronze Certification checklist with other office staff.
4. Conduct the preliminary Bronze Certification audit with an ASCP representative.
5. Host the ASCP representative at an office team meeting for a Green Office briefing.
6. Implement changes and receive your Green Office certification.
7. Improve your sustainability score! Achieve Silver, Gold, and Platinum Green Office Certification by introducing more sustainability initiatives into your office environment.

Point System:

This will be the mechanism in which the ASCP will be able to calculate your points and determine the level of certification for the office. The point system will be a tiered system of Bronze, Silver, Gold, and Platinum. The point system will be broken into categories based on the seven ASCP pillars: Alternative Transportation, Education & Outreach, Energy Efficiency, Food and Gardens, Renewable Energy, Water Conservation, Waste Diversion. Every office participating in the Green Office program will start with the Bronze Certification Checklist, and will continue to work on achieving higher certification levels thereafter.

Points are designated as follows:

- 43 Points = **Bronze**
- 58 Points = **Silver** (60% of available points)
- 73 Points = **Gold** (75% of available points)
- 87 Points = **Platinum** (90% of available points)





Roles and Responsibilities:

Eco- Leader: The Eco-Leader will be the liaison between their office/department and the ASCP. This role includes inter-office communications, organizing sustainability improvements, and monitoring efforts. The Eco-Leader will facilitate, engage and educate staff on the ASCP and your office's sustainability goals.

Your Green Office Eco-Leader:

Name: _____

Contact: _____

Survey: A brief survey will be provided for all staff to participate in. This survey will help both the office/department and the ASCP to understand the current level of office sustainability. The survey will measure qualitative behavior changes and staff knowledge of sustainability concepts.

Audit: A formal inventory will be conducted at the start of the program to identify the quantity of light bulbs, compost bins, and marketing materials needed for update.

Custodial/Desk Side Recycling: The custodial team does not collect desk-side landfill and recycling bins when composting is implemented into your office. It is the responsibility of office staff to empty their desk side receptacles in a central collection bin (ie: kitchenette or common area). Compost bins within offices in the Tivoli will be immediately serviced.

Resources:

Informational resources can be found at www.sustainableauraria.org/greenoffices

There is additional documentation on how to improve, increase and incorporate sustainable practices that range from behavior changes to trusted and sustainable office supply companies.

Support: The ASCP can help jumpstart efforts by providing composting bins and LED light bulbs, The ASCP will also support the office/department with training, education, and general know-how to further opportunities to reach sustainability certification.



Involvement: By participating in the ASCP's Green Office Program, you will be contributing to the campus's goal of decreasing carbon emissions and overall ecological footprint. Once bronze certified, your office will receive a window decal/ award for being certified, as well as an opportunity to continue to pursue the other levels of certification (bronze, silver, gold, and platinum). By reducing your office's waste energy consumption and taking steps toward being more sustainable, you can save on your utility bills, improve your space's function and comfort, and better engage your employees and guests