



AWARENESS (10 pts)

- Our Green Office Eco-Leader

- Conduct Green Office Orientation with ASCP Staff
- Send 'Memo - Green Office Program' to all staff and follow email instructions
- All staff members signed up for the ASCP newsletter
- Share sustainability related information via email, ASCP newsletters, or in meetings
- Emphasize sustainability success through office-wide messaging/bulletin boards
- Include Green Office information in hiring packets
- Incorporate sustainability training into new employee onboarding and staff orientation

TRANSPORTATION (5 pts)

- Provide information to staff about the Eco Pass, RTD transportation routes, and the Bike Auraria Guide
- Encourage use of alternative transportation to and from Auraria Campus and local meetings or events

ENERGY (20 pts)

- Post "Turn Off" reminder signs provided by the ASCP near light switches and electronics
- All workstations and desks fitted with LED bulbs
- Enable at least 75% of office computers to sleep mode when not in use
- Set up 75% of computer monitors to sleep after 10 minutes of inactivity
- Turn off lights and electronics (check with IT; computers, monitors, appliances) when not in use/overnight
- ASCP performs office energy audit to determine electricity load of each appliance

WATER (4 pts)

- Post water conservation reminder signs provided by the ASCP near/above offices sinks (if applicable)

WASTE DIVERSION (32 pts)

- Recycling bins are available in common areas where trash bins are present (kitchen/lounge, copy room, etc.)
- All waste receptacles have appropriate signage
- Post and review the ASCP's zero-waste sorting guidelines as an office
- Keep scrap paper in an easily accessible location
- Recycle ink and toner cartridges
- Speak with your ASCP rep about composting options

EVENTS & MEETINGS (10 pts)

- Use the ASCP Green Events Guide when planning and hosting events
- Offer reusable compostable dishware and utensils and provide compost bins for at least 75% of the events hosted and/or planned

PURCHASING (18 pts)

- Designate an area in office for sharing office supplies that can be re-used (file folders, binders, pens, paper clips)
- Purchase paper with more than 50% post-consumer waste content or certified by the Forest Stewardship Council
- Purchase environmentally friendly products whenever possible including compostable single-use materials
- Check with facilities services/other offices for surplus office furniture before new purchases
- Purchase ENERGY STAR rated equipment, if applicable. If ENERGY STAR is not available, work with vendor to purchase the most efficient option

CONTINUED EDUCATION

- Participate in an ASCP event (Earth Week events, volunteer events, creek clean-up, educational sessions, etc.)
- Encourage one or more Auraria Offices to join the Green Office Program and gain certification
- Initiate an in-office environmental-related challenge for employees to encourage sustainable practices

INNOVATION

- If you come up with an innovative idea/practice to make your office more sustainable that is not listed on this checklist, please list the practice here and specify in the "Participant Notes" section.

See our "Continued Checklist" for more information on each category