Green Work Space Program

The MCC Green Work Space Program (formerly the Green Office Program) is sponsored by the Sustainability Committee and is a College-wide effort to reduce overall energy consumption and to reduce the College's environmental impact by conserving and recycling resources.

Each employee of the College can certify his or her work space (desk, cubicle, office, etc.) as a Green Work Space by agreeing to participate in at least 20 items on the checklist. All participants will receive a leaf based on the level achieved. Green Work Space certification will be renewed biennially in September. Build a tree with your leaves as you are certified and recertified. New participants can join at any time.

Send completed check-lists to Ryan Messenger (go green, email digital copies to rmessenger@monroecc.edu).

Green Work Space Levels

Blue: 20 – 24 Points
Green: 25 – 29 Points
Gold: 30+

Name

_____

Email address

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Green Work Space Checklist

- ☐ Turn off all lights when workspace not in use if lights are not on a motion sensor to automatically turn off lights
- ☐ Set up a "last to leave" for shared offices to be sure lights are off at the end of the day.
- ☐ Use natural lighting instead of overhead lights or lamps whenever possible
- ☐ Use only LED light bulbs in lamps
- ☐ Take the stairs whenever possible instead of using elevators
- ☐ Discuss sustainability at staff meetings
- ☐ Recycle used paper
  Tip: Building Services can provide a paper recycling bin if you do not have one
- ☐ Use both sides of paper. Print double sided or reuse as scratch paper
  Tip: Printing Services can turn loose scratch paper into pads
  Tip: Set printer to default to double sided printing

- ☐ Utilize digital forms/files whenever possible
- ☐ Include agendas within meeting notices instead of printing agendas and materials to distribute at meetings
- ☐ Include a "please consider the environment before printing this e-mail" statement in e-mail signature
- ☐ Use shared office trash and recycling bins instead of individual office bins
- ☐ Use direct deposit instead of paper checks
- ☐ Recycle batteries instead of throwing them in the trash bin
- ☐ Use rechargeable batteries
- ☐ Participate in e-waste collection instead of placing electronic items in the trash bin
- ☐ Turn off computers overnight whenever possible
- ☐ Set the automatic sleep mode whenever your computer is idle for 20 minutes or less
- ☐ Set a shared network printer as default printer
- ☐ Set printer to print black and white by default
- ☐ Share one appropriately-sized *Energy Star* refrigerator with coworkers and unplug it over long breaks
- ☐ Use "vampire load" power strips that shut off appliances when not being used
- ☐ Keep binders and other office supplies, and utilize the surplus office supply list before buying new products
- ☐ Participate in the Surplus Office Supply Inventory
  Location: M > Offices > Shared > Surplus Office Supplies)
- ☐ Teleconference instead of traveling.
- ☐ Purchase recycled, recyclable, or otherwise green supplies
- ☐ Use washable drink containers and utensils instead of disposable cups, plastic bottles, disposable lunch bags, and straws
  Tip: there are bottle refill stations throughout the College
- ☐ Do not purchase Styrofoam products
- ☐ Use interoffice envelopes whenever possible
- ☐ Grow a plant in your office to improve air quality
- ☐ Drive a car on the LEED-Qualified Cars list or use alternative methods of transportation such as bicycle, car pool, or public transportation.
  Tip: LEED-Qualified Cars list https://greenercars.org/news/list-leed-qualified-cars
- ☐ Use RTS routes for trips between the Brighton or Downtown Campus
- ☐ No personal space heater
- ☐ Keep a sweater in your office
- ☐ Avoid buying individual packets of coffee, creamer, sugar, pepper, salt, jam, and other consumables for the office. Buy bulk instead and use jars or other sanitary containers at work.
- ☐ Turn-in individual office trash/recycling can and use shared receptacles in suite or hallway