



## Green Office Program Checklist

The MCC 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. An office is defined as a shared workplace and can be occupied by staff from one or more departments. An office or department can become a "Certified Green Office" by:

1. Getting at least 75% of the office personnel to join the Green Office effort.
2. Meeting at least 15 of the checklist items.
3. Working to complete any unchecked items.

### Green Office Checklist:

#### *Lights*

- 1. All lights are turned off when a room is not in use.
- 2. No incandescent bulbs are used in the office in lamps brought from home; compact fluorescent light bulbs should be used and should be disposed of properly by the Facilities Department.  
Other considerations include:
  - Post reminders at the light switches to turn off lights.
  - Turn off lights if natural sunlight is sufficient.

#### *Paper*

- 3. Recycle used paper.
- 4. Reuse paper that has text on only one side for use as scratch paper; print and copy on both sides of a page whenever possible. (Did you know that scratch pads made from reused paper are available from printing services?)
- 5. Purchase copy and printer paper with recycled or sustainable content. (MCC purchases paper that has a minimum of 30% recycled content.)
- 6. Eliminate fax cover sheets.
- 7. Have a recycling bin for paper at each work area. (Building services provides these.)
- 8. Develop a supply inventory so that materials are not ordered that aren't needed.

#### *Computer*

- 9. Set the automatic power management system to power off monitors and hard drives after 20 minutes when not in use (they go into sleep mode).
- 10. Use shared network printers instead of standalone printers at the desktop.
- 11. Set all printers to two-sided printing.
- 12. When possible, use e-mail instead of paper mail.

### *Refrigerators*

13. Share one appropriately-sized refrigerator that is *Energy Star* labeled.

Other considerations include:

- For faculty, unplug over summer and other long breaks.
- Keep refrigerators clean and clean up after defrosting.

### *Other Appliances and Electronics*

14. Minimize the number of additional appliances and electronics.

15. Share one microwave for the office.

Other considerations include:

- Eliminate space heaters.
- Use a power strip for easy shut-off of all electronics
- Use *Energy Star* appliances for energy efficiency.
- Enable sleep mode on electronics if available.
- Properly recycle or dispose of electronics and accessories including batteries.

### *Reuse*

16. Keep binders, folders, and other supplies for reuse.

17. Use washable drink containers (coffee mugs and water containers) instead of disposable cups or plastic bottles.

18. Use interoffice envelopes whenever possible.

### *Recycling*

19. Purchase recycled, recyclable, or otherwise green supplies. (Did you know that you can search specifically for recycled products on Staples Advantage? On the home page look to the lower left under "Show Me Products.")

20. Recycle paper, plastic, glass, printer cartridges, and other recyclables.

Other considerations include:

- Know the location of the nearest recycle bins.

### *Plant Life*

21. Provide live plants in the office to improve air quality.

Other considerations include:

- Plants and soil can attract flying insects.
- Don't overwater plants.

### *Transportation*

22. Staff members use alternative methods of transportation such as bicycles, motorcycles, public transportation, or car pools.

23. Staff members use fuel-efficient, hybrid, or electric vehicles.

24. Use the MCC Shuttle for trips between DCC and Brighton campuses.