

## Office Sustainability Checklist

### Waste Prevention Checklist

- Reuse packaging materials from incoming shipments (bubble wrap, boxes, etc.).
- Buy supplies in bulk when possible.
- Avoid products with excess packaging.
- Use rechargeable batteries.
- Donate unwanted furniture, food, and magazines to charitable organizations.
- Use cloth towels and sponges in kitchens rather than paper towels.
- Provide washable utensils and dishes for employees.
- Use reusable containers to pack home-prepared lunches.

### Paper Reduction Checklist

#### Purchasing

- Purchase office paper with a lower basis weight (e.g., 18-pound copier paper instead of 20-pound)
- Purchase post consumer recycled-content paper office supplies
  - 30%
  - 50%
  - 100%

#### Accounting

- Request paper-less billing from suppliers and clients
- Review draft invoices electronically, even if the final version is sent as a hard copy to suppliers/clients.
- Send out electronic bills/invoices to customers/clients

#### Reuse

- Re-use single-sided paper (for notepads, draft copies, etc.)
- Reuse paper office supplies (file folders, large mailing envelopes, cardboard boxes, etc.)
- Have internal notepads made from outdated letterhead

#### Mail

- Reduce unwanted mail, and remove your company's name from direct mailing lists
- Periodically update mailing lists
- Use two-way envelopes

#### Fax

- E-faxing
- Request vendors/advertisers to refrain from sending unwanted faxes
- Modify/eliminate fax cover sheets

#### Publications

- Subscribe to online publications instead of hard copies
- Circulate hard copy publications around the office with interested staff

### **Packaging**

- Use reusable containers instead of cardboard or other packaging for product deliveries

### **Printing**

- Make double-sided printing the default setting for printer/copier devices
- Only print emails when necessary
- Utilize print preview function to optimize print jobs
- Test multi-copy print jobs before printing the full run
- Alter your standard templates to maximize useable paper space (e.g., shrink margins)
- Use “multiple pages per sheet” printing function, especially for drafts
- Use “track changes” or other electronic editing tools to minimize hand-written editing on hard copies
- Print only pages that are necessary by selecting specific sections/pages
- Use scan-to-email function on printer/copier machines

### **Water Conservation Checklist**

- Post signs that encourage water conservation in kitchens and bathrooms (e.g. turning off water while washing hands and brushing teeth).
- Inform service providers (laundry, landscaper, dishwasher) that water efficiency is a priority.
- Fix leaks immediately.
- Install high efficiency dishwashers and explore whether your property manager is willing to upgrade to high efficiency toilets.
- Only run full dishwasher loads!
- Use garbage disposals sparingly, compost instead!

### **Energy Conservation**

- Track energy costs to better understand all the ways your business consumes energy.
- Install automatic thermostats that let you program different settings for different days/times of the week.
- Install motion sensor lights that shut off when no one is in the room.
- Use energy efficient T-8 or T-5 lamps with electronic ballasts.
- Remove any unneeded lighting.

### **Recycle Checklist**

- Check out what can be recycled in Seattle @ [http://www.seattle.gov/util/stellent/groups/public/@spu/@csb/documents/webcontent/spu02\\_014957.pdf](http://www.seattle.gov/util/stellent/groups/public/@spu/@csb/documents/webcontent/spu02_014957.pdf) and post Recycle Dos & Don'ts Flyers.
- Work with your property manager to implement a commercial compost collection service.
- Take unwanted electronics to a participating company/organization that will recycle or reuse them.

Visit: <http://www.metrokc.gov/dnrp/swd/takeitback/index.asp> for a list of Take it Back Network Members.

- Purchase paper with a high post consumer recycled-content (100% is ideal).
- Purchase supplies that contain recycled material
- Ensure that all employees and customers/clients have easy access to recycling containers.

### **Toxins, Chemicals, and Oils**

- Use Green Seal approved cleaners
- Use water-based cleaners
- Track and phase out use of plastics with Bisphenol-A (BPA), phthalates or other plasticizer additives
- Create policies:
  - To use paint that has a low volatile organic compound (VOC ) content or is VOC-free
  - To buy carpeting that meets the requirements of the CRI Green Label Testing Program
  - To buy flooring/composite panels/agrifiber products that contain no urea-formaldehyde resins
  - To buy furniture that uses adhesives and sealants with a VOC content less than the current VOC content limits of South Coast Air Quality Management District Rule #1168

### **Climate Change**

- Measure your organization's carbon footprint using the Seattle Climate Partnership on-line carbon calculator tool, visit:  
[http://www.seattle.gov/climate/docs/CO2\\_Tool\\_2.1.xls](http://www.seattle.gov/climate/docs/CO2_Tool_2.1.xls)
- Join the Seattle Climate Partnership, visit:  
<http://www.seattle.gov/climate/partnership.htm>

# Seattle Climate Partnership Carbon Footprint Calculator

C16

**Carbon Footprint Calculator**  
Company Information Worksheet

Please enter information about your company below. These data are essential for other calculations to work correctly. If you have more than 5 facilities, you can "unhide" additional rows (between rows 16 and 112) to accommodate up to 100 facilities. Capacity for more facilities is also available on other pages by un hiding the appropriate rows.

**COMPANY INFORMATION**

**Facility info**

Facility Name (if applicable)	Avg. # of employees (FTEs) <sup>1</sup>	Facility type	Facility location (see below for definitions of U.S. service areas, if needed)	Facility heat source <sup>2</sup>
Facility 1		(select from list)	(select from list)	(select from list)
Facility 2		(select from list)	(select from list)	(select from list)
Facility 3		(select from list)	(select from list)	(select from list)
Facility 4		(select from list)	(select from list)	(select from list)
Facility 5		(select from list)	(select from list)	(select from list)
<b>Total</b>				

1 - Please enter number of full-time-equivalent employees averaged over the year  
2 - This is used primarily to estimate savings potential, if you have mixed sources of heat select the source that provides the majority of the heat

**Fleet info (company-owned vehicles)**

	Average efficiency (miles per gallon)
Gasoline	22.3
Diesel	14
Biodiesel (B100)	14

(Please revise figures at left if known. Doing so will increase the accuracy of your footprint but is not absolutely necessary. If you don't have any fleet vehicles of the fuel type listed then please leave the efficiency number as-is.)

**Additional Info**

Describe any special conditions or notes about how you completed this carbon inventory (for your own, future reference)

Intro & Start / 1. Company Info / 2. Transportation / 3. Energy / 4. Materials / 5. Waste / Results / CTR / SurveyMoi

F24

**Carbon Footprint Calculator**  
Transportation Worksheet

The interface below allows you to enter data about your company and employee's transportation patterns. These data will be used to estimate CO<sub>2</sub> emissions from these activities, which are presented on the *Results* worksheet.

**Data Gathering:** For information on **Business Travel**, work with your office manager, fleet manager, facilities manager, accounting, or travel departments to gather travel records (gallons and/or miles), reimbursement forms, and company credit card receipts. If these are unavailable, conduct an internal survey of employees.

For information on **Employee Commuting**, a survey of employees will be necessary. If you have DOT Commute Trip Reduction survey results for your facilities, see the *CTR* worksheet in this tool for information on how to easily integrate your company's CTR data into this tool. Other employers may find it useful to use a pre-made SurveyMonkey online employee commute survey. See the *SurveyMonkey* worksheet (or tab) in this tool for more information. For a copy of the SurveyMonkey employee commute survey, contact Tracy Morgenstern at the City of Seattle's Office of Sustainability & Environment at 206-386-4595 or Tracy.Morgenstern@seattle.gov.

**TRANSPORTATION DATA**

	Business Travel per Year		AND	Employee Commuting per Year	
	Value	Units		Value	Units
<b>Cars &amp; Trucks (Company-owned fleet)</b>					
Gasoline (enter miles travelled or gallons used)		(select from list)			(select from list)
Diesel (enter miles travelled or gallons used)		(select from list)			(select from list)
Biodiesel (B100)		(select from list)			(select from list)
<b>Cars &amp; Trucks (Employee-owned or rental)</b>					
Gasoline (enter miles travelled or gallons used)		(select from list)			(select from list)
Diesel (enter miles travelled or gallons used)		(select from list)			(select from list)
Biodiesel (B100)		(select from list)			(select from list)
<b>Train</b>					
<b>Specific Cities (enter # of round trips on Amtrak)</b>					
Portland		trips			trips
Vancouver, B.C.		trips			trips
Olympia		trips			trips

**Tip:** If you are using the pre-made, online Survey Monkey commuting survey, see the two *SurveyMonkey* and *SurveyMonkey Process* worksheets and do not enter data below. Results will automatically be calculated based on your survey data and presented on the *Results* worksheet with more detailed results on the *SurveyMonkey Process* worksheet.

If you are using your firm's CTR data, see the *CTR* worksheet and do not enter data below.

Intro & Start / 1. Company Info / 2. Transportation / 3. Energy / 4. Materials / 5. Waste / Results / CTR / SurveyMoi