

UNCG Green Office Employee Checklist

Do not submit this PDF to the Office of Sustainability. This form is a preview of the survey meant to assist you in your preparations. Formal submissions should be made using the online [Green Office Employee Checklist Qualtrics survey](#).

— I have changed the [power settings on my computer](#)(s) so it goes into sleep mode after a reasonable period of inactivity. Preferably, a 15-minute setting will maximize energy savings without causing an inconvenience.

— I shut down my personal computer and other office devices (e.g., printer, TVs, etc.) when I leave for the day.

— During the day, I unplug items like phone chargers, and other small kitchen and office appliances when not in use to reduce [vampire energy](#) consumption.

— I use a [smart power strip](#) at my desk and other work stations.

— I am aware that UNCG has a [Standards of Comfort Policy](#) to conserve energy. I have reviewed the policy and do my best to dress in layers and be prepared for temperature fluctuations both indoors and outdoors.

— I have reviewed [this list of low-maintenance indoor plants](#) that help improve air quality and office ambiance.

— I consistently report malfunctions of HVAC, faucets, lighting, and other maintenance needs to my office admin or directly to Facilities in a timely fashion via [their online service request form](#). Likewise, to Auxiliary Facilities in Campus Enterprises for [maintenance needs in non-state owned buildings](#) (e.g., EUC, Moran Commons, Parking Decks, etc.)

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— I follow UNC System regulations and send any unwanted and unused office furniture and equipment to the [surplus warehouse](#) to be properly disposed of or resold.

— Additionally, I utilize the surplus warehouse, as best as possible, to replace office equipment and furniture before purchasing new materials.

— I have reviewed the eco-friendly [purchasing guides](#) provided by the UNCG Purchasing Department.

— I prioritize the purchase of USB chargeable items (e.g., computer mouse, PowerPoint remote, etc.) where feasible to reduce battery waste.

— I purchase or request the purchase of LED light bulbs for the desk and floor lamps in my office.

— I have downloaded and reviewed the [UNCG recycling guide](#).

— I am aware of and use the [e-waste drop-off locations](#) on campus for electronic / universal waste (e.g., batteries, electrical cords, printer cartridges, etc.) or I contact the Office of Waste Reduction and Recycling (recycle@uncg.edu) for pick-up when necessary.

— I use reusable dishware and utensils (e.g., water bottle, mug, silverware, etc.) as often as possible.

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— I use a networked copier in a shared space and **do not have a desktop printer** in my office for personal use.

— I ask Print Services to print on at least 30% recycled content.

— I email meeting materials in place of printing whenever possible.

— I have signed-up to receive the monthly [Office of Sustainability newsletter](#).

— I have reviewed the [Flexible Work Schedule Policy](#).

— I have completed the [UNCG Commuter Survey](#).

— I like or follow the UNCG Office of Sustainability ([@SustainableUNCG](#)) on the following social media sites:
(select all that apply)

— I have provided guidance to another colleague to support their participation in the UNCG Green Office Program.

— I have submitted a proposal (funded or not) to the [Green Fund](#) within the past three years.

— I have been awarded a grant from the Green Fund within the past three years.