



Green Office Checklist

- Does your department recycle paper? Cans, bottles?
- Does your printer allow you to use both sides of the page?
- What kind of light bulbs is your department using?
- How does the heating/cooling system work? Are there different “zones” that create cold and hot spots?
- Do you find open windows in your building during the middle of winter?
- Does your department recycle toner cartridges?
- Are the windows airtight or drafty?
- Do you walk by vacant rooms (including the restroom) or offices with lights on?
- Does your computer have a "sleep mode" to reduce energy consumption?
- Does your computer have the EPA *Energy Star* Certification?
- Do you know the City has an ordinance that supports the purchase of EPP and that it's required to be on our purchase orders/requisition forms?