

Seed Certification Credits:

* signifies entire office credits

****** Have you scheduled a waste audit with the Sustainability Program prior to beginning your Seed Certification? **(Mandatory for entire office certification)**

Energy & Water

- *1. As an office, do you make sure all lights are off when everyone leaves either by office agreement or by assigning someone to check at the end of each day?
- 2. Do you pay attention to whether your windows and doors are open while air conditioning and heat are running?
- 3. Do you report issues (e.g. drafty windows, lighting malfunctions, leaky faucets, etc.) to [Facilities Operations](#)?

Food & Events

- *1. Does the office discuss green initiatives when planning events?
- 2. When sharing information for meetings or events, do you only provide electronic materials via email, social media, or the office website?
- 3. Do you avoid ordering food for delivery or takeout whenever possible?

Health & Well-Being

- *1. Does the office allow and encourage employees to participate in health and well-being activities for at least 30 minutes per day?
- 2. Do you keep up to date with [campus resources](#) for health and well-being?
- 3. Do you feel you have a positive work-life balance? If you're not sure, [here's a quick quiz](#).
- 4. Do you spend time getting to know your coworkers?

Purchasing & Materials Management

- *1. Does the office purchase local products and support local vendors?

- *2. Does the office purchase products with sustainable certifications as much as possible?

Participation, Service, & Community Engagement

- *1. Does the office hold an annual discussion about the environmental impacts of everyday practices and procedural policies?
- *2. Does your office have a space (physical or digital) to post tips about sustainability and information about green events?
- 3. Have you connected with ECU Sustainability on [social media](#)?
- 4. Have you [signed up](#) to receive ECU Sustainability's monthly newsletter?
- 5. Do you spread the word about ECU Sustainability events to colleagues, students, and others who may be interested?

Transportation

- 1. Do you utilize telecommuting/remote work as much as is feasible in your role?
- 2. Are you aware of [sustainable travel resources](#) on campus? (i.e. bus stops, bike racks, EV chargers, etc.)
- 3. Do you reduce unnecessary travel through conference calls, virtual meetings, or webinars as much as possible?

Recycling & Zero Waste

- *1. Does your office have a break room or kitchen area?
 - *1. Does the office AVOID supplying the break room/kitchen area with disposable kitchenware?
 - *2. Does the office use a coffee pot or reusable single serving pods instead of single-use disposable pods?
- *2. Are there recycling bins devoted to recycling mixed paper as well as plastics and light metals in work hubs, break rooms, and lobbies?
 - 3. Do you keep reusables (coffee mugs, water bottles, bags, utensils, etc.) handy and use them as much as possible?
 - 4. Do you have a desk-side recycling bin and know not to use a bin liner and to empty it into a larger common area collection receptacle yourself as needed? If you do not already have one, please [click here](#) to request a desk-side recycling bin.
 - 5. Have you reviewed ECU's [recycling policy](#) in order to be aware of what can and cannot be recycled on campus?