

# Sprout Certification Credits:

\* signifies entire office credits

## **Energy & Water**

- \*1. Are Energy Conservation Stickers displayed near all light switches in the office and common areas?
- 2. Do you turn off your computer monitor at the end of the day?
- 3. Do you use natural lighting as much as possible?

## **Food & Events**

- \*1. Is leftover food from office events either donated or distributed to prevent food waste?
- \*2. Do you order buffet-style dining at events instead of individual meals?
- 3. Do you shop local for food and groceries? (E.g. [The Leroy James Farmer's Market](#))

## **Health & Well-Being**

- \*1. Has the entire office participated in any type of team building or recreational activity together?
- \*2. Has the office engaged in fitness/wellness challenges to encourage increased employee health? (E.g., walking challenges, meditations, chair yoga, screen breaks, etc.)
- \*3. Are music and art allowed and encouraged in the office?
- 4. Have you downloaded an app to help with your well-being goals like [BetterYou](#) or [Headspace](#)?

## **Purchasing & Materials Management**

- \*1. Are office supply orders scheduled for specific times of year to minimize the number of small orders being delivered?
- \*2. Does your office have a break room/kitchen area?
  - a. Is reusable service ware (e.g., cups, plates, and utensils) available to staff and visitors?
- 3. Do you check [ECU's surplus warehouse](#) before purchasing new supplies for your office?

4. When you place orders for printing or purchase paper, do you make sure it's made from at least 50% recycled materials?

### **Participation, Service, & Community Engagement**

\*1. Is information about your office's sustainability efforts and goals made available to workers and guests? (E.g. commitments to not print emails, goals for everyone to bring reusable coffee mugs, etc.)

\*2. Are employees encouraged to attend sustainability-themed events on campus? (E.g., Sustainability Film Series, volunteer events, Campus Sustainability Day, Earth Month, etc.)

3. Do you utilize your [community service leave](#) to make a difference in the community?

### **Transportation**

1. Do you share information with visitors about electric vehicle charging stations and their availability on campus?

2. Do you use an e-bike, e-scooter, or other sustainable transportation?

3. Do you take the bus or carpool at least once a week?

### **Recycling & Zero Waste**

\*1. Does the office have a space for sharing and reusing workplace supplies? (E.g., binders, file folders, scrap paper, etc.)

\*2. Does your workplace properly dispose of chemicals such as paint, bleach, cooking oil, and grease without pouring them down the drain?

3. Do you use electronic communications and web-based publishing as much as possible to reduce paper waste?