

Tree Certification Credits:

* signifies entire office credits

Energy & Water

- *1. Are the HVAC controls set to follow the Temperature Guidelines? (Individuals request an [exemption from ECU Standard Temperature Practice](#) if needed.)
- 2. Do you "Slay Vampire Energy" by using smart power strips OR unplugging electronic appliances when not in use?
- 3. Do you utilize localized light sources (ex: small lamps) instead of overhead lighting when possible?

Food & Events

- *1. When providing food and/or beverages to guests at meetings or events, does the office order China service from ECU Catering Services or provide their own reusable service ware?
- *2. Have you planned an event using the [Green Event Guidelines](#), or are you planning a "green event" using these guidelines in the future?
- 3. Do you garden or raise your own food? It could be as simple as growing herbs on your windowsill.

Health & Well-Being

- *1. Has your office made an effort to use products that do not contain high levels of harmful chemicals, such as [PFAS](#)?
- 2. Are you vegan or strictly plant-based?
- 3. Do you take personal days to rejuvenate on a regular basis?

Purchasing & Materials Management

- *1. Does your workplace purchase organic fabrics or recycled content fabrics when ordering shirts or uniforms?
- *2. Does your workplace source giveaway items and "swag" from [environmentally preferred or socially responsible businesses](#)?
- *3. Has the office established a "No Bottled Water Policy" and, if necessary, purchased a filtered pitcher or a filter attachment for the kitchen sink?

4. When placing orders for printing services and purchasing supplies for the office, do you make sure that paper products with 100% Recycled Content are specified?
5. Do you request that suppliers use the minimum amount of packaging necessary, or ensure that everything possible is recycled?
6. Do you purchase eco-friendly and compostable office products? (e.g. ink pens from recycled plastic, using paper or cardboard for single-use items, recycled printer paper, etc.)

Participation, Service, & Community Engagement

- *1. Has your office participated in any type of natural area cleanup events? (This includes but is not limited to streams, rivers, parks, or roadways)
- *2. Does your workplace typically try to collaborate with students, faculty, staff, researchers, or other campus and community partners to achieve departmental or sustainability goals?
3. Have you attended one of the films from the Sustainability Film & Discussion Series?
4. Have you attended at least one other Campus Sustainability Event or service opportunity?
5. Have you recruited another employee to start the Green Office Certification Program?
6. Are you a faculty member?
 - a. Do you use electronic textbooks instead of physical textbooks?
 - b. Have you participated in the [Faculty Workshop](#) on integrating sustainability into the curriculum?
 - c. Have you applied for a [Sustainability Course Designation](#)?

Transportation

- *1. Do you have a shared bicycle or other transportation system (e-bike, e-scooter, etc.) that can be used by any office employees?
2. Do you bike or walk to work on a regular basis? (E.g. once a week, when weather allows, etc.)

Recycling & Zero Waste

- *1. Does the office keep a compost bin in a central location and empty it behind the closest dining hall or other compost collection site weekly?

- *2. Is a collection bin setup to recycle miscellaneous materials that are frequently discarded in the office? (e.g. batteries, ink cartridges, etc.)
- 3. Have you removed your desk side trash can and now utilize a centrally located waste collection bin for non-recyclable materials?

Additional Opportunity

Innovation Credit: Have you developed a new sustainability initiative either as an individual or as an office?