WORK GREEN
A CULTURE OF WORKPLACE SUSTAINABILITY

An Introduction
AGENDA

Office of Campus Sustainability Background
Brief Program Overview
Pilot Program Timeline
Breaking Down the Checklist
Key Resources
Awards
Next Steps for Participating
ABOUT THE OFFICE OF CAMPUS SUSTAINABILITY

OUR ROLE:

- Promote a campus “operational practice” that embodies sustainable principles
- Guide the broad agenda of sustainability within operational practice and integrate with Academic and Research Institute platforms
- Engage and educate the community within all levels of influence to build a sustainable culture
- Measure, track and report progress toward shared sustainability goals
IMPACT AREAS

The office drives **campus initiatives** in key **inter-connected** sustainable impact areas where Tech can **lead transformative change**:

- Land Use
- Water
- Energy
- Buildings
- Food
- Procurement
- Waste
- Transportation
- Health & Wellness

“Random Acts of Green”

Intentional, cohesive portfolio of sustainable activities

- Aligned with sustainability master plan
- Measured and communicated
- Shared governance
- Integration with curriculum and research – living laboratory
WORK GREEN: A CULTURE OF WORKPLACE SUSTAINABILITY

The Goal

- Cultivate a culture of sustainability in the workplace through awareness and behavior change

This program was developed through a partnership with GT Facilities and the Office of Campus Sustainability
Other Goals

- Educate and engage staff in contributing to campus sustainability goals
- Develop a network of “Green Champions” who promote good environmental practices in their work area
- Make the case for sustainable actions by providing recognition to green offices
- Reduce energy, water and waste generated in work spaces
WORK GREEN: WHAT IS IT?

- A voluntary program, implemented at the department or office level, that promotes “green” behavior change in the workplace
- Designed for staff to take the lead on workplace initiatives
- Certification-based process includes specific actions that address day-to-day behavior in sustainable impact areas

How is an office defined?

- An office is defined as a contiguous group of offices that share common resources.
- An office can include staff members from the same department or various departments sharing a space.
- An office can be any size of employees and space, so long as there is at least one full-time staff member and designated office space in which to apply the Work Green criteria.
GREEN CHAMPIONS — THANK YOU!

It takes Green Champions for this program to be successful

You will be leading your office through the Work Green process!

- A Green Champion is a liaison of their office to Campus Sustainability
- Ambassador of Work Green to co-workers
WORK GREEN: *HOW THE PROGRAM WORKS*

- Gets office leadership support to participate
- Interested in Participating? *click here to fill out an INTEREST FORM*
- Sustainability Office Holds Work Green Kick Off Meeting
- Green Champion Assesses Office’s Practices with Checklist
- Sustainability Office Determines the Award Level

Get Started Today!
TIMELINE OF PILOT

February 2016: Recruitment
- We are recruiting offices in OUE and FM now!
- All interest forms from prospective offices due by March 4

March 2016: Getting Started
- Kick-off meetings scheduled and completed by March 25
- Offices begin to implement checklist

April - June 2016: Moving Forward
- Pilot feedback request #1 due by May 13
- Ongoing outreach and administration by OCS

July 2016: Completion
- Offices submit completed checklist by July 1
- OCS completes walk-thru for each participating office by July 22
- Notify offices of award level by August 1
- Pilot feedback request #2 by August 5

Work Green Pilot Complete!
WORK GREEN: CHECKLIST HIGHLIGHTS

All items are voluntary

Most are cost-free, practical and easy to implement

- Sleep-mode is enabled on all printers, copiers, computers
- We promote reusable dishware, including coffee mugs, plates, silverware, etc.
- We have implemented the AWARE Program in our office
- We discuss the green office program in staff meetings
- We purchase recycled copy, computer, and fax paper with a 20% minimum post-consumer waste content
BREAKING DOWN THE CHECKLIST

The Checklist is broken up into 7 sections:

- Energy Efficiency
- Waste Reduction
- Involvement
- Safe & Health Office Environment
- Purchasing
- Transportation
- Innovation

Points are assigned to each item with a max score of 80 point total

Each line item includes point value, initiative and a brief guidance with links to useful references or websites
Track your score by filling in points earned

Get more info here

Criteria!

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Points Possible</th>
<th>Category</th>
<th>Guidance &amp; Links</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Energy Efficiency</td>
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<td>1</td>
<td>1</td>
<td>Sleep-mode is enabled on all printers, copiers, computers.</td>
<td>In addition to the energy savings, the advantage of hibernation is that it protects any unsaved files in case of a power failure; the disadvantage is that it takes a little longer to start back up. If you both enable hibernation and turn your monitor off when you leave, you will be saving as much energy as if you turned your computer off. But if for some reason hibernation interferes with your work or computer function, don’t feel too bad — your PC’s sleep mode saves almost as much energy. Work with your office’s IT support staff to ensure that sleep-mode is enabled on your devices.</td>
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<td>Reminder “power-down” emails are sent out to all staff before long campus breaks.</td>
<td>Consider the following checklist items to be included in your office’s Power-Down email:</td>
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<td>If permitted in your area, turn off and unplug your computer, monitor, printer, microwave, lamps, cell phone chargers, televisions, copiers, fax machines, coffee makers, etc. that will not be in use while you are gone.</td>
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<td>Turn off all lights in your office including lights in the break rooms and bathrooms.</td>
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<td>If you work in a lab, close your fume hood hatches before leaving for the break. Make sure all faucets are completely turned off and not dripping.</td>
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<td>If you are traveling, consider turning down your home hot water heater.</td>
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<td>Click here for a flyer on pre-break power down procedures.</td>
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<td>Various studies prove that access to natural light improves cognitive performance and aids our health and well-being. In addition to this benefit artificial lighting uses power and in many cases fluorescent light tubes that contain mercury and known toxins. By using natural light you can reduce your carbon footprint and the associated costs.</td>
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<td>Use natural light rather than overhead lights during the day when possible.</td>
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**KEY RESOURCES**

**Guidance & Links Column of the Checklist**
- Refers you to some very helpful resources (i.e., websites and GT-specific documents)

**Green Champion Listserv**
- Makes it easy to collaborate and learn from others participating in the program

**Work Green Website**
- Provides up-to-date information

**Office of Campus Sustainability Newsletter**
- Highlights relevant GT sustainability projects and topics
LEVELS OF ACHIEVEMENT

Participant
• <30 Points

One Whistle
• 30 Points

Two Whistles
• 50 Points

Three Whistles
• 70 Points

* Out of 80 Possible Points
NEXT STEPS

1. Form a Green Team (if applicable)
2. Assess your office, using the checklist
3. Implement desired items as an office
4. Submit your list to the Office of Campus Sustainability
   July 1
CONTACT INFORMATION

Work Green Website: www.sustain.gatech.edu/workgreen
Work Green Email Address: workgreen@sustain.gatech.edu

Each Green Champion is signed up for the Work Green listserv
  • Please use this resource to ask questions to the network of Green Champions