

Johns Hopkins University Green Office Certification Checklist

Department Name
Division
Organizer's Name & Position
Organizer's Email
Organizer's Phone #
Checklist Submissions Date

110 possible points, 10 possible extra Innovation points – Points Earned* calculated by Office of Sustainability

Energy & Water Use			
Criteria	Possible Points	T/F	Points Earned*
We manually shut off our desktop monitors and/or send our computers into energy saving modes when they are not in use. At night and on weekends, computers and computer monitors are turned completely off.	2		
As a backup, power management settings are enabled for computer monitors and screens so they turn off after 20 minutes or less and computers enter system standby or hibernation modes after 30 to 60 minutes of inactivity.	2		
Power strips are used as central turn-off points in individual work stations and are switched off each night, or alternatively, occupancy sensors or other automatic controls are utilized to shut off workstation outlets after hours.	2		
Our printers are shared network printers and there are no personal printers.	2		
Our projectors are turned off when not in use. Standby timer settings are implemented when appropriate.	1		
Our printers and copying machines are shutoff at night and on weekends.	1		
There is a system in place so that small kitchen appliances (coffee makers, microwaves, etc.) are turned off at the end of the week.	2		
There are no personal refrigerators or heaters.	1		
Our kitchen appliance are ENERGYSTAR rated.	2		
Energy efficient bulbs are used in our task lamps and overhead lighting.	2		
We utilize natural daylight in offices with windows, turning off unneeded overhead lighting.	1		
Bathrooms have low-flow toilets that use 1.28 gallons per flush or less.	2		
We have a designated person to report any sink leaks to Facilities.	2		
If we do have control over our thermostats, they are set to 68-70 ° F in the heating season and we raise them to 74-76 ° F in the cooling season. If we do not have control over our thermostats, we have asked Facilities or our building manager to make any necessary adjustments.	2		

Paper, Printing & Office Supplies

Criteria	Possible Points	T/F	Points Earned*
A scrap paper pile(s) is kept near our printers and/or copiers, along with a sign on how to use bypass trays to print on the pages when single sided printing is done. Confidential papers are not left in the scrap pile.	1		
We reduce paper margins to 0.5 inches or less when applicable.	1		
We send agendas and general information/announcements electronically.	1		
Office computers/printers are set to default to double-sided printing.	3		
The 8 1/2 x 11 inch paper we purchase has a minimum of 30% recycled content (2); or minimum of 50% recycled content (4); or 100% recycled content (6); and is chlorine free (1); is FSC certified (1)	8		
All other format paper we purchase has a minimum of 30% recycled content (2); is chlorine free (1); is FSC certified (2).	5		
For all printing completed outside of our office, we ask our external printing contractors to use paper with at least 50% recycled content.	3		
We have an area for sharing and exchanging excess supplies such as binders, scissors, envelopes, and mailing supplies.	2		
We have committed to buying in bulk to reduce packaging.	2		

Transportation

Criteria	Possible Points	T/F	Points Earned*
There are nearby facilities for bicycle commuters including bike racks and/or showers that our employees have access to.	2		
Some of our employees use alternative commute options to travel to and from work, such as biking, walking, ridesharing, or public transportation.	2		
Information about public transportation, ridesharing, bicycling, and other travel options (e.g. bike maps, Zipcar info, etc.) has been permanently displayed on one of our information boards or via email.	2		
When possible, we replace business travel with video, web or teleconferencing.	3		

Waste & Recycling

Criteria	Possible Points	T/F	Points Earned*
There are recycling bins in our common areas when trash are present (kitchens, breakrooms, conference rooms, hallways, mailrooms).	2		
Our office participates in composting program and there is a compost bin in common areas where compostable materials are frequently generated, such as kitchenettes, bathrooms, and meeting rooms.	3		
We have signs posted that explain what can be recycled/incinerated/composted.	1		
Our employees' work areas have a desk-side paper recycling bin (1); do not have a trash bin (1)	2		
We recycle inkjet and laser jet cartridges through the appropriate channel(s). For non-HP brand cartridges, OfficeDepot picks them up and for HP-brand cartridges we use the pre-paid postage return boxes. Alternatively, our cartridges are dropped off at a designated JHU location or collected through a JHU service.	1		
Members of our office know to contact the Homewood Office of Recycling (if our office is on Homewood) or have materials brought to the School of Education Building when office supplies are no longer wanted. This way, teachers in Baltimore-area schools can use them.	2		
There is at least one recycling collection location in our office, department, or building for small electronics and hazardous waste: CFLs, CDs, audio tapes, batteries, cell phones, pagers, PDAs, and inkjet printer cartridges.	2		
Members of our office know to contact the Homewood Office of Recycling (or other corresponding office) when office furniture or equipment is no longer wanted.	3		

Food, Beverages & Kitchenware

Criteria	Possible Points	T/F	Points Earned*
We do NOT use K-cups or other single-serve coffee packages; or we recycle our K-cups.	2		
Reusable cups, dishware, and utensils are provided in our office.	2		
We do NOT provide bottled water (large jugs or individual serving size plastic bottles).	3		
Before events and meetings, we send an email reminding attendees to bring mugs or reusable cups is beverages will be served.	1		
We use catering companies that adhere to JHU's Green Catering guidelines.	2		
We provide substantial vegan and vegetarian options at events and meetings.	2		
We use phosphate-free dishwashing/dishwasher detergent.	1		
We provide reusable dishes and utensils at events organized by our office.	1		
We purchase or provide sugar, salt, and condiments in bulk containers.	1		

Sustainability Leadership & Engagement

Criteria	Possible Points	T/F	Points Earned*
Sustainability materials have been incorporated into our onboarding process and are shared with all new hires, including graduate students who work in our department.	2		
Our office has a Green Team Member. Members of our office know who the member(s) is and that they may contact this person(s) with ideas, questions, and comments regarding JHU sustainability initiatives.	5		
A member of the Office of Sustainability has presented at one of our staff meeting(s) within the last year.	5		
More than one of our employees follow the Office of Sustainability on at least one social media site (Facebook, Twitter, or Instagram).	2		
This year, a Green Team Member or Leader has attended an Office of Sustainability-organized event: _____.	1		
We send reminders about energy reduction measures to employees before holiday breaks. The last one was sent on: _____.	1		
In the last year, a member of our office has inspired another office to pursue a Green Office Certification:_____.	2		
In the last year, a Green Team Member or Leader has inspired someone from within our office or in another office to join a Green Team.	2		

Innovation

Criteria	Possible Points	T/F	Points Earned*
Our office has been involved with another sustainable activity, which is not a part of the normal certification checklist. Below is a description of this innovation.			
Innovation 1:	2		
Innovation 2:	2		
Innovation 3:	2		
Innovation 4:	2		
Innovation 5:	2		