

Green Workplace Certification

Sustainable Duke

In order to receive Green Workplace Certification your team must achieve at least 39 of 49 total checklist items. If a certain requirement is not applicable, please provide a comment. We appreciate your time and support in completing this checklist to ultimately lessen the footprint of the Duke community and our operations.

Departmental Information

- 1) What is the name of your office or department?
- 2) What is your name and your position within the department?
- 3) What is your supervisor's or manager's name?
- 4) How many people work in your department?
- 5) Where is your department located (city, building name, etc)?

Energy

- 1) We turn off overhead lights that are not in use except those required for safety. Additionally, we consulted with the building manager to discuss options for installing motion sensors/timers to further reduce electricity consumption.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 2) Our lighting uses LED bulbs whenever possible, including in desk lamps and overhead lighting.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 3) We have adjusted our computer's energy settings to be more efficient (e.g. do not use screensavers, computer goes into sleep mode after 5 minutes).
 - a. Yes

- b. No
 - c. N/A, Explain:
- 4) We use smart power strips for computers, monitors, and other equipment so they can be easily turned off when not in use.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 5) We have eliminated unnecessary electronic equipment (e.g. desktop printers) in favor of using centralized equipment. Please consult your IT department when necessary.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 6) We have enabled energy-saving settings on all copiers and printers used by our office.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 7) We keep exterior windows and doors closed when our space is being heated or cooled. If your office notices that your space is too warm or too cool, please submit a FMD Service Request to have this adjusted (<https://facilities.duke.edu/request>).
- a. Yes
 - b. No
 - c. N/A, Explain:
- 8) When there is access to adjustable thermostats, we follow the institutional policy for temperature regulation to save energy (76 degrees in summer, 70 degrees in winter).
- a. Yes
 - b. No
 - c. N/A, Explain:
- 9) We encourage people to bring an extra layer (e.g. a sweater or jacket) if the temperature in the office is uncomfortable, reducing the need for personal space heaters.
- a. Yes
 - b. No
 - c. N/A, Explain:

Purchasing and Procurement

- 1) We use green/sustainable filters in Buy@Duke with vendors that make them available (e.g. Staples).

- a. Yes
 - b. No
 - c. N/A, Explain:
- 2) We purchase or use paper and other office supplies that have 100% recycled content or are eco-certified (e.g. FSC certified).
- a. Yes
 - b. No
 - c. N/A, Explain:
- 3) We coordinate office supply and other orders into one large group order, instead of multiple smaller orders to minimize shipping.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 4) When the need for new furniture or equipment arises, we visit Duke Surplus to review currently available options for reuse.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 5) We purchase ENERGY STAR certified appliances when possible in compliance with Duke's ENERGY STAR policy.
- a. Yes
 - b. No
 - c. N/A, Explain:

Transportation and Travel

- 1) We encourage biking, walking, public transportation, and carpooling to work and around campus.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 2) We allow telecommuting or hybrid schedules, if appropriate, for our personnel.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 3) We educate people in our office about Duke Parking and Transportation's [resources for alternative commuting](#).

- a. Yes
 - b. No
 - c. N/A, Explain:
- 4) We encourage visitors to use public transportation by providing them with information on Duke's and GoTriangle's buses.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 5) We use videoconferencing and conference calls instead of traveling for meetings, when possible.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 6) We fly economy class instead of business class or first class for Duke-related travel.
- a. Yes
 - b. No
 - c. N/A, Explain:

Water

- 1) We ensure that all employees in our office have ready access to water through kitchen sinks or nearby water fountains.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 2) We have worked with Duke Facilities Management (university buildings) or OESO (health system buildings) to install high-efficiency water technology (e.g. low-flow sink aerators and shower heads).
- a. Yes
 - b. No
 - c. N/A, Explain:
- 3) We report all leaks to Duke Facilities Management (university buildings) or OESO (health system buildings) by submitting a service request.
- a. Yes
 - b. No
 - c. N/A, Explain:

Waste Reduction and Common Spaces

- 1) We have proper recycling bins in our office. If we do not have recycling bins, we have contacted Duke Waste and Recycling to explore our options.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 2) We follow [guidance on waste sorting for recycling, compost, and landfill waste](#) from Duke University and the City of Durham.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 3) We participate in the [Duke mini-bin program](#) for desk-side waste, which means our office brings desk-side bin waste to centralized waste bins, as available. Contact Duke Waste and Recycling at 919-660-1448.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 4) We recycle all Duke-purchased electronics and office furniture and equipment that are no longer needed by our office through the Duke Surplus Property Program as required by the university.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 5) When our office has unneeded office supplies (pens, paper, folders, etc), we share them with other nearby departments or donate them to local organizations, like the Scrap Exchange.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 6) We edit and share documents electronically rather than printing them, when possible.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 7) We circulate memos and notices on a central board or electronically rather than distributing paper copies to each person in our office.
 - a. Yes

- b. No
 - c. N/A, Explain:
- 8) We have set all our computers to default to double-sided printing.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 9) For annual reports and other publications, we prioritize accessible online versions over printed versions.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 10) If there is a shared office kitchen or break room, we keep reusable plates, mugs, glasses, and utensils to avoid use of disposable items.
- a. Yes
 - b. No
 - c. N/A, Explain:

Events and Meetings

- 1) For larger events, we complete Sustainable Duke's Green Event Certification checklist to ensure our event is sustainable.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 2) We send reminder for meetings and event attendees to bring their own reusable mug or cup.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 3) We use reusable dishware or utensils at events. Where this is not possible, we use options that are recyclable or compostable.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 4) We avoid unnecessary waste for meetings or events by avoiding individually wrapped or boxed meals or individual beverage bottles or cans. Please talk with your caterer or vendor to determine the best options.

- a. Yes
 - b. No
 - c. N/A, Explain:
- 5) When food is provided at meetings or events, we work with the caterer or vendor to prioritize sustainable options, including seasonal, locally sourced, organic, and plant-based options. We also make sure to provide multiple vegetarian or vegan options.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 6) When we host large events, we ensure that there is adequate access to recycling and composting bins. If our building or the event space does not have adequate bins, we will contact Duke Waste and Recycling.
- a. Yes
 - b. No
 - c. N/A, Explain:

Education and Participation

- 1) We have hosted or will host Sustainable Duke at one of our office meetings to strategize additional ways to make our workplace more sustainable.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 2) We educate new employees about the sustainable practices of our workplace.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 3) We have recommended Green Workplace Certification to another workplace.
- a. Yes
 - b. No
 - c. N/A, Explain:

Wellness

- 1) We encourage our office to have walking meetings, when appropriate, instead of meetings in conference rooms.
- a. Yes

- b. No
 - c. N/A, Explain:
- 2) We take time at office meetings or during new employee orientation to share [health and wellness resources](#), such as stress and sleep management, financial wellness tips, and fitness opportunities available at Duke.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 3) We have shared information on the benefits of [eating more sustainably](#).
- a. Yes
 - b. No
 - c. N/A, Explain:
- 4) Leadership in our office has demonstrated an understanding and commitment to work-life balance for all employees.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 5) We encourage employees to take short breaks throughout the day to recharge and recommend or provide good places for this.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 6) We participate in campus fitness challenges such as the [Get Moving Challenge](#).
- a. Yes
 - b. No
 - c. N/A, Explain:
- 7) We have spaces where employees have access to natural light whether in their offices or in common spaces.
- a. Yes
 - b. No
 - c. N/A, Explain:

Additional Information

- 1) Are there any other strategies your team is implementing to make your workplace more sustainable? Please describe.