

Level 3 – Sapling

Education & Outreach

- A centralized location for green tips, action ideas, and events has been created and coworkers have been made aware of its existence.
- We share a “green tip” with coworkers at regularly-scheduled office-wide meetings.

Resource Use

- We have supplied the person(s) responsible for purchasing with the “Green Purchasing Guide” and directed them to the *IU Surplus* site.
- For external printing services, we request minimum 30% recycled content paper.
- We have posted prompts concerning water usage in those locations we deemed most relevant.
- When our office receives unsolicited mail, catalogues or faxes we take measures to be removed from those mailing lists.

Recycling

- Desk-side recycling bins have been placed in every office.
 - Opt Out: In the event that we were told desk-side recycling bins could not be purchased, we asked coworkers to place recyclables from their office in a reused box.
- We make sure used materials, appliances, and furniture are not thrown away by contacting IU Surplus.
- Clearly labeled and recognizable recycling bins have been placed in all high traffic areas of the office, and a poster describing what materials can go in the bins has been placed above the bins.

Sustainable Computing

- Information on how to activate sleep mode for computers and other office appliances has been posted in a central location.
- We have de-activated all screen savers.

Energy & Built Environment

- We have shared our 30-day office temperature report with those who control our thermostat, and asked that our office’s thermostat be set at the recommended settings of 68°F in winter (maximum) and 76°F in summer (minimum).
- Prompts encouraging energy conservation have been posted on all light switches located in common spaces (e.g. meeting rooms, kitchens, printing stations, bathrooms).
- Prompts encouraging the use of stairwells have been posted near the elevators.
- We consulted with building services to insert energy-efficient bulbs into lighting fixtures and to remove unneeded lighting fixtures.

Transportation

- We have notified building services if available bicycle parking spaces are not meeting demand.
- We publicize a "Green Transit" day at least once per semester, encouraging staff to carpool, take public transportation, bike or walk to campus.

Food

- Reusable cups and dishware are available in break rooms and kitchens.
- We have met with the person(s) in charge of purchasing to inquire about the possibility of stocking our kitchen(s) and break room(s) with certified "green" cleaning supplies.
- We have met with the person(s) responsible for event planning and asked that they utilize on-campus catering services and request locally procured menus if possible.

