

Green Office Program Resource Sheet

Awareness

- **A1:** The ASCP shares a monthly newsletter that highlights sustainability projects on and around campus as well as sustainability heroes, tips and more. Sign up to be involved and in the know! <https://www.sustainableauraria.org/connect>
- **A2:** Add information and events from ASCP newsletter, emphasize successful things your office/individuals have already done through office email chains, newsletters or bulletin boards.
- **A3:** Use the [Green Offices Onboarding](#) document and ASCP new hire orientation resource sheet when new hires join your office
- **A4:** Include highlights from recent ASCP communications/newsletter, sustainable behavior change ideas, office actions to increase Green Office points, or things going on in your community or globally around sustainability.
- **A5:** Get 50% or more of staff to use Berkley's [Cool Climate Calculator](#) (5 minutes) to identify areas of opportunity. You could create a pledge board and have officemates pictures and related pledges and goals.

Transportation

- **T1:** Here are some great resources for public transit, walking, and biking to campus:
 - [Faculty/Staff RTD Pass \(only \\$25/month\)](#)
 - [RTD](#)
 - [Denver Bike Guide](#)
 - [Express Lane](#)
 - [Auraria Bike Guide](#)
- **T2:** Use [Google Form](#) to get responses from staff about their personal behavior changes and sustainability checklists. Obtain from the ASCP at GreenOffices@AHEC.edu

Extra Tips and Tricks

- If there is not sufficient bike parking near your building, contact the ASCP (shared buildings) or Facilities (institutionally-owned buildings) to see if relocating existing bike racks or obtaining new racks is a possibility.
- Check out the ASCP website at <https://www.sustainableauraria.org/bikeauraria> to see detailed bike maps, bike fix-it station locations, locations of covered and locked bike parking and how to get access to those resources.
- Choose to carpool, take a train or drive a green or highly-efficient vehicle when possible.
- When traveling by airplane, purchase credits to offset our carbon emissions. Check out some options [here](#).

Energy

- **E1:** There is a striking amount of energy wasted from lights staying on when unnecessary. Implement ASCP sign or stickers around lights. Be sure not to cover any numbers or information associated with light switch. Do you have sensor lights? If so, engage with facilities to ensure they are working properly.
- **E2:** Contact the ASCP to provide LED replacement bulbs. If you have one centralized overhead switch, consider removing bulbs and using floor lamps to create control zones. Read up on statistics and interesting projects then share at monthly meeting to encourage staff to perform simple behavior change. Check out this interesting project: [The Light Pollution Problem](#)
- **E3:** Contact the ASCP staff GreenOffices@AHEC.edu to get help facilitating LED overhead lighting updates.
- **E4:** Work with your IT department to schedule any networked devices to minimize energy use. While many software updates need to run at night, computers will be awoken from sleep mode to run updates, so you can set your computer to sleep mode when you leave for the day.
 - Here's [how](#)
- **E5:** Many appliances consume a 24/7 "phantom" electricity load when not in use. Update old power strips with new energy efficient ones. The [Smart Strips](#) cost around 35\$ and will dramatic reduce energy use from vampire loads.
 - Reach out to GreenOffices@AHEC.edu to schedule an energy audit for your appliances. This will determine the electricity load drawn by each appliance and identify potential energy savings.
- **E6:** Consolidate printers to save on ink and phantom electricity.
- **E7:** Keep all of the office thermostats within the recommended range (68° or below in winter & 75° or above in summer). Engage with campus engineering to see if office space can be adjusted to these degrees, or go greener and adjust them a little further. If some offices are experiencing very warm temperatures due to windows, invest in window tint to help keep offices cool. You can purchase [window tint](#) from just about anywhere.
- **E8:** Large amounts of energy is wasted heating and cooling empty spaces. Work with your building's facilities services to see how you can schedule your thermostat.
- **E9:** Space heaters can affect the whole office suite's thermostat, and actually make the space colder. Practice dressing in layers, or bring in lap blankets for people who get cold easily.

Water

- **W1:** Implement the ASCP's Water Conservation signs near sinks to remind staff to save water. Visit [the EPA WaterSense](#) site to read about the importance of saving water in the home and office.
- **W2 and W3:** Contact AHEC facilities for help with this project. Installing an aerator can dramatically reduce the amount of water your office uses. Depending on the aerator, you can save anywhere from 2 to 16 gallons of water per day.

Waste, Recycling and Compost

- **WR1:** Keeping recycling bins in common areas with updated [Bin Signs](#) help office staff to properly sort their waste and keep each other accountable.
- **WR2:** Proper education about what waste goes in what bin is very important. Sharing the ASCP's [Waste Sorting Guide](#) with your team is an important step. Please reach out to the ASCP, GreenOffices@ahec.edu to schedule a review of the waste sorting guide with your team.
- **WR3:** Keep scrap paper in an easily accessible location or loaded into a designated bypass tray so single sided print jobs can be printed on re-used paper
- **WR4:** Recycle ink and toner cartridges by checking with your printer manufacturer for take-back programs, or use our locally preferred service provider such as Blue Star Recyclers.
 - [Ricoh take backs](#) or [HP recycling , Blue Star Recyclers](#)
- **WR5:** Discuss with ASCP to acquire compost bins. Please note the pick-up process will slightly change. By adding compost to the office desk side recycling and trash bins will need to be consolidated into shared space by office staff prior to AHEC pick-up. [See the Compost MOU for more information.](#)
- **WR6:** Check out this [website](#) with directions on how to default printers to print double sided. Contact your IT department if you have additional questions.
- **WR7:** Contact greenoffices@ahec.edu to schedule an ASCP representative to conduct a waste audit.
- **WR8 & WR9:** Try sourcing some of your kitchen needs from goodwill or ask staff to supply 1-2 items that they could spare from home. Encourage people to bring their own refillable water bottle, or try one of these companies instead of buying water bottled water.
 - <https://www.rmbw.com/bottled-water>
 - <https://www.eldoradosprings.com/>
- **WR10:** Keurig cups are neither recyclable nor compostable, though otherwise advertised. To reduce waste consider purchasing a reusable mesh [filter K-cup pod](#) to insert ground coffee. Each Keurig machine has a slightly different design, so make sure to pick the pod appropriate for yours.
- **WR11:** Shredded paper cannot be recycled in the regular recycling bin but it can be composted. If your office would like to recycle office shredded paper, it has to go to a facility that processes it. You can find a location [here](#).
- **WR12:** The ASCP offers two e-waste collection sites— the 1st floor of the Tivoli and 2nd floor of the Arts building. These stations accept batteries, power cords and small electronics (<1.5" thick laptops, tablets, phones). For larger items, contact Blue Star Recycling for pickup- <http://bluestarrecyclers.org/>
- **W13:**
 - [Contact AHEC Facilities Services](#) for information on furniture donation and pick up.
 - MSU Denver Offices—A University wide SharePoint drive is coming soon to easily upload and share resources. In the meantime, contact Academic Affairs: Lisa Lanford llanford@msudenver.edu ext. 57215

Green Events

- **GE1:** Check out our [Green Events Guide](#). The ASCP offers compost services for larger events. Contact GreenEvents@Ahec.edu for more information.
- **GE2:** Ask your caterer to provide you with compostable options. You can also try using paper products or purchasing [eco products](#) online. King Soopers and Sam's Club also offer compostable products for purchase.
- **GE3:** Ordering food in bulk reduces plastic waste and helps keep garbage out of the landfill. Check out the ASCP's [Green Events Guide](#) for help buying in bulk.
- **GE4:** Eating a vegetable based diet means 2.5 x less carbon emissions than a meat diet. Providing guests with this option is a great way to reduce the emissions of your event. And, you'll likely be surprised at how popular the dish will be! ([Source](#))
- **GE5:** Send meeting agendas and presentations through email prior to the meeting and encourage people to bring their laptops if they want to follow along with the meeting documents.
- **GE6:** It is best to steer clear of plastic cups and water bottles and instead use endlessly recyclable aluminum cans or compostable BPI certified cups. Also, encourage guests to bring their own water bottles and provide a refill station through the caterer.

Purchasing

- **P1:** Colorado State Guidelines require purchased paper to be made of at least 30% post-consumer waste content. Go above and beyond this standard and purchase at least 50% post-consumer waste content and paper that is certified by the Forest Stewardship Council.
- **P2:** See Colorado Environmentally Preferred Product [Guideline](#) or the Environmental Protection Agency's (EPA) product [directory](#) for more information.
- **P3:** Bulk furniture ends up in the landfill every day despite the fact that most pieces that still have some shelf life or contain some materials that could be [repurposed](#). Buy reused furniture, or connect with your institutions/ AHEC Facilities Services about the protocols they use to recycle furniture on campus.
- **P4:** Save money and reduce waste by reusing and sharing office supplies such as file folders, binders, pens, paper clips, etc.
- **P5:** ENERGY STAR is the government-backed symbol for energy efficiency, providing simple, credible, and unbiased information that consumers and businesses rely on to make well-informed decisions. Products that earn the ENERGY STAR label are independently certified to meet strict standards for energy efficiency set by the EPA.
- **P6:** Using "Green" cleaning products can lessen water pollution, air pollution, and ozone [depletion](#). Some "green" cleaning brands are Honest Essentials, Real Simple, Mrs. Meyer's, Aunt Fannie's, and Better Life. Check out this [list](#) of the top-rated Green Cleaning Products.
- **P7:** Sustainably sourced products is another big way to lower your ecological footprint. Check out the [ASCP's Sustainable Swag Guide](#) for tips and sources.
- **P8:** Make an office wide list of needed supplies and schedule a time to order. This will help office mates to plan ahead and encourage supply sharing and reusing.

Innovation

The items listed below are suggestions from the ASCP. Please feel free to use creativity to innovate new ideas for your office. Let us know how we can help!

- **I1:** Include signage that indicates your efforts to become a Green Office and utilize the Green Offices Bulletin Board. Have an option for the office staff to make recommendations for ways to continue to strive towards sustainability.
- **I2:** Community based sustainability practices help promote awareness, creates a culture of consciousness, and brings fun into the program by encouraging others to participate. Some simple ways to get the office involved include Meatless Monday, carpool Friday, monthly volunteer days, etc.
- **I3:** Promoting positive behavior change can seem daunting but it can be as simple as consistently providing new tips and tricks and, more importantly, leading by example. Find and adopt some new behavior changes then share the new knowledge with your peers. Some easy start up ideas can be found [here](#) and [here](#). And be sure to share some new ones back with the ASCP as you come across them!