

## Pitt Green Office Self-Assessment Overview

This document is meant to be used as a preview to the Pitt Green Office Self-Assessment. The items listed on this document are the items that you will be asked to check off regarding your office when you take the Self-Assessment. After reviewing this document, along with the Pitt Green Office Resource Guide, you can begin the [Pitt Green Office Self-Assessment Survey here!](#)

Check out [the Sustainable Pitt Website](#) for more info & email any questions to [the Office of Sustainability](#).

### ENERGY

- At least 90% of computers, printers, copiers, etc. (both individual and shared) in our workplace have energy-saving modes enabled (standby or hibernate)
- Reminders are posted to turn the lights out when the room is not in use OR out office has occupancy/vacancy sensors for all overhead office lights and common space lights
- We have requested that Facilities retrofit our offices with occupancy/vacancy sensors for all overhead office lights and common space lights if we don't already have it
- Energy efficient LED light bulbs are used in task lighting or desk lamps
- We limit the use of overhead lights and task lamps in favor of day-lighting whenever possible
- We shut blinds or shades where appropriate to trap heat and keep out cold during the winter/trap cold and keep our heat in the summer
- if problems exist regarding overheating or over-cooling of our workplace, we have contacted our facility coordinator to report issue(s)
- We have eliminated personal refrigerators and other appliances in favor of shared applied (unless medically necessary)
- we have eliminated the use of personal space heaters and fans (unless medically necessary)
- We have eliminated all desk side printers in favor of communal printing stations unless student privacy, security or other sensitive information will be impacted
- All coffeemakers, microwaves, and other small appliances are programmed to shut off when not in use or are co-located on a power-strip that is switched off in the evening or on the weekends
- We don't do any of these!

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### TRANSPORTATION

- Members of our office are aware of Pitt's PTS Green Initiatives Program
- When scheduling meetings we ensure that meeting locations are accessible via walk, bike, bus, or sustainable mode of transportation
- There are adequate bike racks available near our buildings. If not, we contacted Parking and transportation to discuss relocating existing bike racks or obtaining new racks
- When traveling to off-campus meetings and conferences we use alternative transportation sources OR we carpool in a University van, a Zip Car, or some other collective mode of transportation
- Our office is aware of sustainable transportation options and utilizes them whenever possible for our commutes (bus, bike, walk, carpool, etc.)
- Our office offers video and tele-commuting and flexible employee schedules
- We don't do any of these!

### PURCHASING

- We reuse supplies such as posters, banners, file folders, etc. whenever possible to refrain from making new purchases
- If we must purchase new (or used) appliances and equipment (printers, copiers, microwaves etc.) we only purchase Energy Star or EPEAT certified models
- As part of our effort to use recycled office supplies beyond computer paper, we use other office products with at least 30% recycled content (envelopes, pens, post-it notes, etc.)
- We purchase ethically sourced and environmentally friendly gifts for retirements, celebrations, and guest speakers
- We purchase paper towels, napkins, tissues, etc. that are unbleached and chlorine free OR have at least 30% recycled content
- Our office purchases environmentally friendly cleaning supplies
- We only purchase t-shirts when necessary and make sure they are produced in an ethical manner with sustainable produced materials
- We do not purchase or stock Styrofoam cups, plates, or other dishware in our workplace
- We do not provide single use water bottles
- Our office utilizes Pitt Surplus property as a source of office supplies, furniture, etc.
- We consolidate purchases into one bigger order to reduce shipping/packaging
- We only ship overnight when absolutely necessary
- We utilize an inventory system for all office supplies to avoid over purchasing
- We don't do any of these!

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### WASTE

- There are recycling bins in all common areas where trash bins are present, such as kitchen, break rooms, conference rooms, mail rooms, and copy rooms with a single stream recycling sign clearly posted
- Our office has established a food waste composting station as a part of our centralized waste station with proper disposal of the compost
- Our office understands which items can and should not be included in the recycling, compost, and landfill bins
- We have removed individual trash can from work areas (cube or office) and switched to a consolidated recycling/landfill station
- Each work area(cube or office) has a desk-side paper recycling bin
- Our office is aware of and utilizes Pitt's E-waste collection program for all electronic (batteries, phones, tablets, computers, TVs, printers, etc.)
- We dispose of unwanted or damaged office furniture through Pitt Surplus
- We have a designated area in our office for collecting and claiming office supplies for reuse: file folders, one sided used paper, partially used notepads and other office supplies for communal use
- We utilize a company like Terracycle for hard-to recycle office supplies
- During in-office meetings and internal events staff use reusable mugs, dishware, utensils, etc.
- We have reusable mugs available for office visitors and external meeting attendees (if the office has a kitchen or kitchenette available)
- We have transitioned to electronic communications and filing (instead of paper) for all systems, meetings, and processes in our office
- We have held at least one office clean out day annually that promotes reuse, recycling, and proper disposal of unwanted items
- We don't do any of these!

### PRINTING

- All of our office printers default to double-sided printing and gray-scale printing
- We are aware of and utilize Pitt Surplus's inkjet and toner recycling program
- we use TreeZero paper or minimum 30% recycled paper for all internal printing
- We use a minimum 50% recycled paper for all externally requested print jobs
- We use 100% recycled paper for all externally requested print jobs
- We have conducted an audit to assess or paper usage and have set a quantifiable goal for reduction with a strategy to achieve it
- We don't do any of these!

## Pitt Green Office Self-Assessment Overview

### FOOD (for offices that plan internal or external events)

- For our events and meeting we do not purchase boxed meals and instead purchase bulk trays or "family style" catering
- When hosting external events we request the zero waste package from Sodexo, or external food service providers OR we provide our own compostable dinnerware, cups, and utensils
- For both internal and external office events we make sure sustainable, vegetarian, and vegan options are included on the menu
- At our events and in our kitchen we reduce waste by using the following in bulk containers: sugar, salt, condiments, milk/creamer, and beverages (including water)
- 75% of all internal and external office events are zero waste - which means that at least 90% of any waste from the event is reused, recycled, or composted
- We offer excess food from internal and external events in publicly accessible campus buildings via Pitt Food Share
- All staff have a reusable mug and water bottle in the office
- Staff pack waste free personal lunches in reusable container
- If our office uses a Keurig we use compostable coffee pods
- If our office has a traditional coffee pot, we provide staff and guests with compostable paper filters and bulk coffee
- The coffee and tea we purchase is fair trade and organic (sourced from a local roaster when possible)
- We don't do any of these!

### FOOD (for offices that do not plan internal or external events)

- For our meetings we do not purchase boxed meals and instead purchase bulk trays or "family style" catering
- All staff have a reusable mug and water bottle in the office
- Staff pack waste free personal lunches in reusable container
- If our office uses a Keurig we use compostable coffee pods
- If our office has a traditional coffee pot, we provide staff and guests with compostable paper filters and bulk coffee
- The coffee and tea we purchase is fair trade and organic (sourced from a local roaster when possible)
- We don't do any of these!

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### CULTURE OF SUSTAINABILITY

- We are familiar with the University wide sustainable website as a resource: [sustainable.pitt.edu](http://sustainable.pitt.edu)
- We have identified one person in our office to act as our sustainability "expert"
- All office members are familiar with the Pitt Staff Green Guide
- We include discussions on sustainability topics in our team meetings and in our event planning meetings
- We have adopted a vision statement to reflect how our workplace can integrate sustainability into our everyday practices
- We coordinate office supply share with other departments
- We encourage staff to take part or attend sustainability related events, lectures, and service opportunities
- During the summer months, and especially on "Code Orange" air quality action days, our office encourages its staff to reduce or eliminate activities that contribute to producing ground level ozone
- We have established a regular staff donation program to on campus or local community organization such as the Pitt Pantry, Thriftsburgh, Community Human Services, etc.
- We don't do any of these!

### INNOVATION ACTIONS

- INNOVATION ACTION #1 - Tell us about the additional SUSTAINABLE INNOVATIONS that your office has undertaken. If there are things you are doing that haven't been mentioned- Tell us about them!
- INNOVATION ACTION #2 - Tell us about the additional SUSTAINABLE INNOVATIONS that your office has undertaken. If there are things you are doing that haven't been mentioned- Tell us about them!
- INNOVATION ACTION #3 - Tell us about the additional SUSTAINABLE INNOVATIONS that your office has undertaken. If there are things you are doing that haven't been mentioned- Tell us about them!