

PittSustainability

Pitt Green Home Office Challenge Survey Preview – Fall 2020

Energy	
1	I utilize natural light during the day by either sitting outside and/or by opening curtains/shades instead of using artificial lighting
2	I have power saving modes activated on my computer so it will go to sleep when not being used
3	I have energy efficient LED light bulbs in all lighting in my workspace
4	I 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
5	I have a programmable thermostat that automatically saves energy in my workspace
6	I turn my thermostat up 2 degrees in the summer and down 2 degrees in the winter to save energy (There is a 1% energy savings per 1 degree over an 8 hour period)
7	I turn my thermostat up 1 degree in the summer and down 1 degree in the winter to save energy (There is a 1% energy savings per 1 degree over an 8 hour period)
8	I use an Energy Star or EPEAT certified model laptop, desktop, monitor, printer, scanner, etc.
9	I unplug my devices (laptop, phone, smart watch, speaker, etc.) when they are fully charged or not in use
10	I decrease the brightness on my computer monitor/screen to save energy and battery life

Transportation	
1	I am working remotely 100% of the time during the pandemic, thus eliminating my commuting impact and helping keep people safe
	I only go into work in-person when necessary, helping reduce emissions from commuting and helping keep people safe during the pandemic
	I am an essential worker and must go into work regularly to help keep people safe during the pandemic
	I go to work in-person regularly, despite being able to work from home during the pandemic
2	When I must go to work in-person, I utilize an active mode of transportation such as walking or biking
	When I must go to work in-person, I utilize a shared mode of transportation such as bus, carpooling, or vanpooling
	When I must go to work in-person, I drive a single-occupancy vehicle
3	I work remotely 80% of the time (4 of 5 days per week)
	I work remotely 60% of the time (3 of 5 days of the week)
	I work remotely 40% of the time (2 of 5 days per week)
	I work remotely 20% of the time (1 of 5 days per week)
	I work remotely occasionally, but not a regular schedule (fewer than 4 days per month)
	I work from home rarely, but have a home office in case (e.g., for health and weather)

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Eating Habits	
1	I eat 1 meal during the work day
	I eat 2 meals during the work day
	I eat 3 meals during the work day
2	Number of workday meals per week that are typically vegan
3	Number of workday meals per week that are typically vegetarian
4	Number of workday meals per week that typically include meat

Purchasing	
1	I consolidate any online work purchases into one bigger order to reduce shipping & packaging impacts
2	I only ship overnight when necessary
3	I do not purchase single-use dining ware (plates, bowls, utensils, cups, etc.) for my work lunches
4	I purchase office products (envelopes, pens, post-it notes, etc.) that include recycled content and/or have other sustainable features (e.g., sustainable manufacturing, biodegradable etc.)
5	I purchase environmentally friendly cleaning products to clean my workspace
6	I purchase fair trade organic, and/or local tea and/or coffee
7	I try to support local businesses when possible

Waste	
1	I utilize electronic or paperless note taking (such as OneNote or Rocketbook) instead of pen and paper
2	I utilize the recycling program available in my municipality for metals, paper, cardboard, plastic, and glass
3	I have my own compost bin or participate in a local/private compostable collection
4	I properly recycle old electronics by participating in take back programs, municipal programs, or community hard to recycle events
5	If I must meet in-person for work, I wear reusable cloth face masks

Printing	
1	If I need to print, I print double-sided and black and white
2	I use TreeZero or 100% recycled content paper in my at home printer
3	I use 30% to 50% recycled paper in my at home printer
4	I don't print at all. When working from home I use electronic filing systems and DocuSign

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Reuse	
1	I use a reusable coffee mug during the workday
2	If I use Keurig, I use compostable coffee pods
3	If I have a traditional coffee pot, I use a reusable filter and/or compost my paper filters and grounds
4	I use a reusable mug, bottle, glass, or cup for my workday beverages
5	I do not drink from single-use plastic bottles for water or other drinks during the workday
6	For my lunch break from work I do not eat meals pre-packaged in plastic
7	If I order takeout on my lunch break from work, I request no silverware and condiment packages to reduce single-use plastics

Health & Wellbeing	
1	I have a scheduled lunch break every day
2	I have turned on the blue-light setting on my computer screen and mobile device screen(s) and/or use blue light glasses to reduce harm to my eyes
3	I schedule and/or take breaks away from the computer screen to keep active
4	I am active for at least 30 minutes each day (exercise, neighborhood walk, catch with kids, fetch with the dog, gardening, etc.)
5	I have an ergonomically healthy workspace setup
6	I schedule video calls to keep up social interactions
7	I practice mindfulness in either a scheduled or regular way
8	I have a green view or plants in my workspace to help with attention restoration and improved indoor air quality

Culture of Sustainability	
1	If I am in a manager role, I allow flexible work schedules for my employees
2	If I lead a virtual meeting or presentation where not everyone can attend, I record it to send it to accommodate employees with flexible work schedules
3	I encourage others with workspaces in my home to green their workspace
4	During the pandemic, I have donated food or money to a local food bank
5	During the pandemic, I have donated clothes to thrift shop, shelter, etc.
6	During the pandemic, I have volunteered for a local nonprofit
7	During the pandemic, I have attended a virtual sustainability related event or lecture
8	I plan to / did vote in the election

Innovation Actions	
1	Tell us what you are doing to make your WFH space more sustainable! Examples from Pitt employees include backyard composting, making special trips to recycle glass, and much more!