



## PROJECT GREEN WAVE

### Reference Guide

<http://www.fau.edu/facilities/missiongreen>

## **ENERGY CONSUMPTION**

### **E1: Green power management settings**

Goal: Save energy at the office by using green power management settings.

Suggested Strategy: Adjust screen saver settings to 5 minutes and adjust power schemes for practical maximum power savings. If further assistance is needed, seek assistance from your local IT staff or from the Office of Information Technology (OIT)

### **E2: Monitors and computers are turned off at the end of the work day**

Goal: Reduce energy use by shutting down all computers when leaving the office for the day.

Suggested Strategy: Communicate the importance of each unit working together to reduce the university's overall carbon footprint. Ask office members to post reminders on their monitors.

### **E3: Sleep mode engaged for all printers and copiers**

Goal: Reduce energy use by setting all printers and copiers within the unit to the earliest sleep mode option provided.

Suggested Strategy: When purchasing new printers and copiers check for sleep mode options and have all new and existing equipment set to default to the sleep mode.

### **E4: Personal devices turned off upon departure**

Goal: Reduce energy use by ensuring all personal devices such as space heaters, radios, iPods, etc. are turned off when leaving an office.

Suggested Strategy: Green Wave team leader will periodically check devices to confirm compliance. Green Wave team leader will turn off connected devices and follow up with those responsible for them.

### **E5: Network printer is available and individual printers are only available for special jobs.**

Goal: Reduce office's energy consumption by utilizing one network printer for your office needs.

Suggested Strategy: Purchase a multifunctional printer for your Department or Division.

### **E6: Office lights are off when natural light is sufficient**

Goal: Reduce energy use by turning off unnecessary lighting in areas receiving adequate natural light.

Suggested Strategy: Green Wave team leader assesses areas where overhead lighting can be turned off and suggest desk lamps are used where applicable. Check with the occupant/Sustainability Coordinator to determine if overhead lighting can be turned off during daytime hours.

### **E7: Lights turned off when offices, classrooms, conference rooms are unoccupied**

Goal: Reduce energy use by turning off the lights.

Suggested Strategy: Encourage employees to turn off lights when leaving the rooms and observe unoccupied space and turn lights off where appropriate. Follow up with the area user to encourage responsible practices to achieve the credit.

### **E8: Office has reminders to turn off lights when not in use**

Goal: Save energy by sending reminders through email or post stickers reminding your office to turn the lights off when not in use.

Suggested Strategy: For reminder stickers, please contact OSUA for more information.

### **E9: Office temperature is set to 72 degrees**

Goal: Reduce energy use by maintaining unit area temperature to the campus designated standard of 72 degrees.

Suggested Strategy: Periodically check thermostats to ensure campus temperature standard is maintained. Green Wave team leader or designee contact Engineering & Utilities when air temperature fluctuates.

### **E10: Removal of individual refrigerators (if individual refrigerator is used, it is not older than 7 years old or it is energy star rated)**

Goal: Save energy by using a central refrigerator for the entire office. If this is not possible, save energy by using energy efficient refrigerators.

Suggested Strategy: Green Wave team leader organizes groups to share refrigerator space. New personnel are encouraged to use central refrigerators if available.

### **E11: Emails are sent to staff prior to holidays or long breaks with a reminder of an energy savings checklist**

Goal: Save energy at your office during the holidays by sending out Green reminders.

Suggested Strategy: Visit our website for a Green reminders template.

### **E12. Sustainable practices are reviewed as needed at staff meetings**

Goal: Review sustainable business practices at staff meetings.

Suggested Strategy: Discuss achievements at staff meeting and note areas for improvement.

## **WASTE MANAGEMENT**

### **W1: Recycling bins clearly marked and conveniently located**

Goal: Have conveniently located and marked recycling bins to prevent recyclables from ending up in the waste bins.

Suggested Strategy: Visit our website for posters and recycling information. Hang posters a few feet above the recycling and waste bins.

### **W2: Establish office supply share program**

Goal: To reduce wasteful purchasing of new office supplies, while providing departmental savings by reusing or sharing these products.

Suggested Strategy: Inform the unit of the designated area within the unit where office supplies such as binders, calculators, staplers, etc., can be exchanged as opposed to purchasing new products.

### **W3: Recycle bins provided in individual work spaces**

Goal: Increase the convenience of recycling at the office.

Suggested Strategy: Green Wave team leaders work with individual staff/faculty within unit to provide the necessary recycling waste baskets for their areas. Educate users on the proper use of these bins and encourage everyone to contribute to the University's recycling effort.

### **W4: Central office waste bin**

Goal: Have central office waste bins to reduce the number of waste bags disposed on a daily basis.

Suggested Strategy: Educate your office, and encourage them why they should use the central bin versus their individual bins.

### **W5: Default Printer Settings to “double sided”**

Goal: Save paper by minimizing the use of printer paper by setting all centrally located printers to double-sided printing. If there are no central printers a minimum of 75% of personal printers are to be set to double-sided.

Suggested Strategy: Have OIT representatives set all existing printers to the double-sided default. When purchasing new printers confirm that double-sided printing features are included.

### **W6: Default copier settings to “double-sided”**

Goal: Save paper by minimizing the use of printer paper.

Suggested Strategy: Have OIT representatives set all existing copiers to double-sided default. When purchasing or leasing new copy machines confirm that double sided printing features are included and set up.

### **W7: Paper reuse**

Goal: To reduce use of paper, and reduce costs to department.

Suggested Strategy: Set up a box near the central printer to load paper that has been previously used on one side that can go into the scrap tray of the printer. All printing that is not leaving the office or is functioning as a paper trail is printed on scrap paper.

### **W8: Office supplies/furniture recycled/refillable materials**

Goal: To make more environmentally sound purchasing decisions across the University, while encouraging vendors to offer these products.

Suggested Strategy: Provide all staff responsible for purchasing with green catalogs and educational materials on these options. Encourage all individuals to seek out environmentally friendly products for all purchases.

### **W9: Personal use of reusable containers**

Goal: To reduce waste by using reusable containers for personal drinks and food items. At least 50% of unit uses reusable bottles rather than plastic water bottles and containers for snacks/lunch as opposed to plastic or paper bags.

Suggested Strategy: Actively promote use of reusable containers within unit and recognize the individuals who use these products.

### **W10: The paperless office (electronic filing)**

Goal: Reduce paper and space needs by introducing electronic filing systems for all non officially required paper files, including records of meetings, marketing materials, and internal and external communications.

Suggested Strategy: Train all personnel in efficient electronic administration and available electronic filing systems.

### **W11: Recycle bins are provided at events and meetings sponsored by our office**

Goal: Utilize marked recycling bins during events to promote sustainability to the attendees.

Suggested Strategy: As a Green Wave Team Leader, you have the opportunity to use our clear stream recycling bins for your events. Send MGSA an email requesting the bins and pick them up for your event. It's a simple and effective way to make a statement that your office is serious about going green.

### **W12: Staff has been reminded to request to be removed from mailing or fax lists for any unwanted catalogs, newsletters, magazines, advertisements, or junk mail. ([www.catalogchoice.org](http://www.catalogchoice.org))**

Goal: Reduce the amount of unwanted catalogs, newsletters, magazines and advertisements with request to sender to be removed from mail list.

Suggested Strategy: Contact the senders and request to have you removed from their mailing list. In addition, [www.catalogchoice.org](http://www.catalogchoice.org) is a website that will remove your name from many popular advertising companies.

**W13: Meeting agendas and information are sent electronically or a centralized bulletin board is utilized**

Goal: Keep daily routine green by utilizing electronic means of communication when appropriate.

Suggested Strategy: Send notices electronically and use your smart phones for calendar reminders and agendas. For meeting notes and information use an iPad or laptop.

**W14: All office furniture and equipment is offered for reuse to the University community prior to contacting property for disposal**

Goal: Prevent office furniture and equipment from ending up in the waste stream.

Suggested Strategy: Offer office property to other people in the office and contact property if necessary to offer reuse.

**W15: Recycling practices are reviewed quarterly at staff meetings**

Goal: Review recycling practices quarterly at staff meetings.

Suggested Strategy: Talk about your achievements and discuss possible improvements. Address problems in a positive way and never single anyone out.

**PURCHASING**

**P1: Products are purchased with minimal packaging or consolidate supply orders when possible**

Goal: Consolidate office supply orders to reduce packaging.

Suggested Strategy: When purchasing products, try to order everything from a single vendor if possible. Ask vendors to minimize packaging and keep it green.

**P2: Energy star/equivalent appliances/electronics are purchased**

Goal: Reduce energy costs and transition to more efficient equipment on new purchases.

Suggested Strategy: Look for the Energy Star label or Eco-Friendly description when purchasing new products. Do not look at extra costs and think more about the cost savings in the long run.

**P3: Office equipment is shared, rented or leased as an alternative to buying new equipment**

Goal: Before purchasing new office equipment, think about the cost savings of sharing, renting, or leasing.

Suggested Strategy: See Attached Notes about Office Equipment.

**TRANSPORTATION**

**T1: Actively promote [www.get2fau.com](http://www.get2fau.com)**

Goal: To decrease the number of cars coming on campus while promoting FAU's carpool program. A minimum of one office member actively participates in the carpool program.

Suggested Strategy: Actively market carpool/alternative transportation with standard signage in highly visible areas with details of available programs.

**T2: Carpool to off-site meetings**

Goal: Reduce the amount of carbon emissions by carpooling to your meetings.

Suggested Strategy: At time of meeting set-up, contact other individuals from the same campus that will be attending and organize a carpool. Make sure to arrange carpool a few days in advance. Share your calendars with your carpools to simplify your carpooling arrangements.

### **T3: Video/Phone conference off-campus meetings**

Goal: Reduce fossil fuel consumption by video/phone conferencing off-campus meetings.

Suggested Strategy: Organize with Director/Chair/Dean for various staff/faculty meetings, campus committee meetings, etc. to set up video conferencing to avoid unnecessary trips. Suggested conference tools: Skype, Google+, and Oovoo.

### **T4: At least one staff member uses alternative transportation**

Goal: Promote alternative transportation to educate staff about options

Suggested Strategy: Create incentives for those that use alternative transportation. Alternative transportation can be intimidating at first, ask a member from your office to guide others on their first commute.

### **T6: Staff are encouraged to eat meals on campus to prevent driving off campus**

Goal: Reduce auto emissions and traffic on campus..

Suggested Strategy: Encourage staff/faculty to eat on campus at one of the retail options

## **GREEN OWL PARTICIPATION**

*(At least 2 unit staff/faculty members actively participate in the Green Owl Events. Alternative option is to recruit 5 students to actively participate in the scheduled event).*

### **GO1: GreenFest Participation**

Goal: Foster community engagement and promote sustainability.

Suggested Strategy: Become more involved with the overall University's effort to promote and share sustainable practices by volunteering for GreenFest events. Encourage the office by sending out GreenFest advertisement through office email, and remind all to support the event a few days before.

### **GO2: Earth Day Participation**

Goal: Increase campus awareness and involvement in the annual Earth Day celebration.

Suggested Strategy: Contribute to the planning and/or participation in the actual Earth Day event. Encourage the office by sending out Earth Day advertisement through office email, and remind everyone to support the event a few days before.

### **GO3: Campus and Community Involvement**

Goal: Increase community engagement at the University and in the community.

Suggested Strategy: Encourage office members to participate, and give incentives to students for their participation. Set up a sign-in sheet for the unit which people can fill in with their volunteer information.

### **GO4: New staff members are given an introduction of sustainable practices that the office maintains**

Goal: Increase awareness about sustainability to new members of the office.

Suggested Strategy: Share the information related to sustainable office practices and the Green Wave programs with new hires.

### **GO5: Employees are recognized who actively support sustainable practices**

Goal: Increase employees participation with sustainability.

Suggested Strategy: Formally recognize employees who participate in sustainable practice with incentives and awards.

**GO6: At least 50% of departmental staff have completed the Green Pledge**

Goal: To promote the FAU sustainability pledge.

Suggested Strategy: Provide incentives for your office workers, follow up with the office and their green pledge initiatives, and/or host contests.

**GO7: Our office has an active Green Wave Team Leader (*only one participant is required*)**

Goal: To promote sustainability in the office.

Suggested Strategy: Sign up to become a Green Wave Team Leader on our website.

**GO8: Green Office Tips Are displayed on a bulletin board in a common office area**

Goal: To promote and educate sustainability in the office.

Suggested Strategy: Have tips that relates to your office, post suggestions others have made during the quarterly sustainability meetings, and see our website for templates on displaying green office tips.

**GREENOVATIONS**

Goal: This program is set up to encourage more sustainable practices throughout the University; however, it is in no way an exhaustive list. Greenovations provide an opportunity for units that are engaged in or will initiate new “green” efforts outside of this checklist to receive up to 4 additional credits.

Suggested Strategy: Establish new, creative efforts to share with other green team leaders that help accomplish our overall goal of becoming a more sustainable FAU.