



ADMINISTRATIVE SERVICES
**GREEN OFFICE
CERTIFICATE**

CHECK LIST





We invite you and your colleagues to work as a team with the goal of raising awareness of the environmental impact of daily business operations. **Take the challenge to become a certified GREEN OFFICE.**

What is a GREEN OFFICE?

A green office encompasses best management practices in environmental stewardship in its day-to-day activities.

"Green is a journey, not a place. Everyone can always be greener."

Melissa Perlman, Office Depot

What does this mean?

The daily business of a **GREEN OFFICE** actively seeks to use products and create behaviours that have a long-term impact on sustaining resources and the environment.

How can it help?

Embracing new technologies, creating efficiencies, and taking innovative approaches to how we work can improve our bottom line, and increase productivity. Most importantly, it helps all of us move forward in building a more sustainable campus community.

"We should all be concerned about the future because we will have to spend the rest of our lives there." Charles F. Kettering, American inventor

Why take the challenge?

The **GREEN OFFICE CERTIFICATE** has been created to help the campus community take action and develop behaviours to reduce our institutional environmental footprint.

How does it work?

The certification process help teams identify ways to become more sustainable in seven different categories. Three leaves completes your **GREEN OFFICE CERTIFICATION.**

1

COMPLETE 50 per cent
of the Environmental Initiatives *on the checklist*

2

COMPLETE 75 per cent
of the Environmental Initiatives *on the checklist*
And at least 50 per cent in each category

3

COMPLETE 100 per cent of environmental initiatives
on the checklist (unless not applicable to your area)
And your team DEVELOPS and IMPLEMENTS an innovation
initiative not included in the **GREEN OFFICE CERTIFICATE.**





1. EDUCATION AND PARTICIPATION

Why?

In order to take action to reduce MRU's environmental footprint it is important to recognize that all of our daily activities both at work and at home come with growing environmental consequences. Not everyone wants to take a course in environmental science, but we all want a healthy planet with fresh air, clean water, wildlife and natural spaces, both for ourselves and our children. One of the objectives of the **GREEN OFFICE CERTIFICATE** is to increase awareness of the environmental impact of our daily operations at work and to help everyone make informed decisions by providing a checklist of activities that we can work on together to create a more sustainable campus community.

What's our office commitment?

- Everyone has taken the Calgary Personal Footprint Challenge at: www.footprintnetwork.org/en/index.php/GFN/page/calgary_footprint_calculator.
- We review the **GREEN OFFICE CERTIFICATE** with all new employees.
- We have a dedicated sustainability eco-champ for our area.
- We discuss a sustainability topic every three months at a staff meeting.





2. WASTE REDUCTION/RECYCLING

Why?

In 2010/2011, MRU sent more than 1 million pounds (598,000 kg) of waste to the landfill. This is a serious amount of trash and the equivalent of 12 garbage trucks filled to capacity every week of the year. That same year we also sent 68,000 kilograms of paper and cardboard for recycling and collected more than 300,000 bottles and cans.

What's our office commitment?

- We encourage the use of reusable coffee mugs, cutlery and containers for both co-workers and guests.
- We look for opportunities to re-use supplies rather than automatically tossing or recycling them (*binders, file folders, etc.*).
- We bring reusable lunch containers for our lunch.
- We donate unused office supplies to other staff, other departments, or the MRU Sustainability Committee for reuse.
- All batteries and other electronics are sent to Receiving for recycling.
- We look for furniture already in surplus rather than ordering new items.





3. ENERGY

Why?

Did you know that offices and other institutional buildings represent 14 per cent of end-use energy consumption and account for 13 per cent of Canada's carbon emissions.

Physical Resources has been actively incorporating a number of operational changes to reduce energy use at Mount Royal. These include efficient scheduling of the heating, ventilation and air conditioning (HVAC) equipment, installing efficient variable air volume systems, retrofitting air handling unit fans with variable frequency drives and installing energy efficient lighting. These modifications have allowed electricity use to remain relatively stable over the last seven years despite the growth on campus. However the cost of electricity continues to rise, driving up our overall electricity costs.

Tips:

- As long as an electronic device is plugged in it is drawing power. Even when the device is in standby mode or turned off it is drawing power. This silent power is known as "vampire power" or "phantom load." To reduce phantom load, unplug all power adapters, battery chargers and other similar devices whenever your equipment is fully charged.
- Space heaters and fans draw a huge amount of energy. It's better to put on a sweater or wear something a little lighter to reduce the use of these appliances.
- Screensavers are not saving energy because the screen is still consuming full power. The best way to save power is to turn off your computer monitor when not in use.

What's our office commitment?

- We turn off lights in individual offices and shared office spaces when not in use.
- We turn off computer monitors when not in use during the day.
- We turn off our computers at the end of the day.
- As the incandescent bulbs in our desk lamps burn out, we replace them with compact fluorescent or LED lights.
- 50 per cent of the staff in our area have pledged to take the stairs instead of the elevator.





4. TRANSPORTATION AND TRAVEL

Why?




A large part of our impact on the environment comes from getting to work each day. The average one-way commuting distance for students and staff to MRU is 9.9 km, most of which is in single occupant vehicles. Based on this distance and after factoring in vacation time, the average MRU commuter is generating over 1 tonne of CO₂ per year.

About 30 per cent of our population relies on transit, while 11 per cent walk and a growing number are biking regularly.

What's our office commitment?

- At least 10 per cent of our office staff commutes to work using a mode of transportation recognized by the MRU C-Choices program as environmentally friendly. For example, carpooling, public transit or active transportation (*such as biking, walking, etc.*).
- We organize teleconferences, virtual meetings, webinars and remote access when possible.
- When travelling, we choose establishments with a Green Leaf or Green Key Eco-Rating.
- When travelling, we book accommodation within walking distance to the meeting venue.
- We take transit or carpool with colleagues when going to meetings downtown. For example, the #18 bus is direct and takes approximately 10 minutes to get from campus to the city core.
- When travelling, we take transit or use a shuttle to and from the airport.

Travelling Tips

-  Take the empty roof rack off your car and save up to 5 per cent on fuel consumption and carbon dioxide emissions due to wind resistance and extra weight.
-  Keep your car tuned up. A well tuned car runs more efficiently which saves you gas while reducing emissions.
-  Keep tires properly inflated to improve mileage by about 3.3 per cent.

For more tips on reducing your commuting footprint visit:
www.ama.ab.ca/community-and-ama/green-driving





5. PAPER AND PRINTING

Why?

The average office worker produces between 55 and 68 kgs of recoverable office paper each year. It takes six mature trees to produce one tonne of paper. Document Services set all printers to default from single-sided printing to double sided for a savings of over one million pages. Our new Lexmark devices with reader cards prevented 330,000 pages from being printed last year.

Paper qualities to look for:

- Unbleached or uses no elemental chlorine products in the bleaching process
- Has low basis weight (*such as 20 pounds*) to minimize the use of fibre
- Has a high post-consumer recycled content

What's our office commitment?

- When printing we adjust margins and font size to use less pages per print job.
- We use the multiple slides per sheet option when printing Power Point presentations.
- We include the statement *"Please consider the environment before printing this email"* in our email signatures.
- We have eliminated all personal desktop printers, unless there is a valid business case.
- We have paperless staff meetings (*only minute taker to take notes, minutes can be distributed electronically after meeting*).
- We send notifications (*internal/external*) by way of email rather than paper.
- We turn non-confidential scrap paper into notebooks for day-to-day message taking and brainstorming.
(*Document Services will provide this service for free*).
- We offer conveniently placed recycling bins for paper.
- We monitor our paper use and have set reduction targets.





6. GREEN PROCUREMENT/PURCHASING

Why?

Our day-to-day operation uses a whole lot of stuff. And while some of us need to use more stuff than others to get the job done, all this stuff comes with an environmental cost as well as a financial cost. The trouble with trying to purchase “green” products is that we have to rely on a certain amount of trust, because making a product better in one area may create an unwanted problem in another area. When in doubt, look for product endorsement from watchdogs such as Energy Star, EcoLogo, the Forest Stewardship Council (FSC), Green Seal, etc.

What’s our office commitment?

Buying only what you need is the first step to reducing your purchasing footprint. Remember “*Less is better.*”

- All staff authorized to make purchases have read through the **Sustainable Purchasing Guidelines** located on the Supply Chain Services purchasing site ([CLICK HERE](#)), and use it to help choose certified products.
- We purchase products containing high “post consumer” recycled content (*when applicable*).
- We purchase paper with that is FSC certified (*Forest Stewardship Council*) or contains recycled content.
- We purchase refillable pens and/or pencils.
- We choose responsible modes of delivery when ordering supplies such as 48-hour delivery that reduces transportation emissions.
- We purchase locally made products (*when applicable*).





7. INNOVATION

This category is for initiatives that develop an office behavioural change that is not provided above. They may be unique to your department or could be implemented campus-wide.

For example you might wish to conduct a clothing drive, book exchange or “adopt” one of the worm composting bins for your office.

Please submit a short paragraph outlining your initiative to:
sustainablemru@mtroyal.ca





"It's part of our new green-office initiative."

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