



Amherst College Office of Environmental Sustainability Green Office Program

DIRECTIONS

ENERGY, PRINTING, PURCHASING & WASTE SECTIONS

Go through each task and put an "x" in either the "Yes" or "No" box depending on the office's completion of a task. If you select "N/A," write why in the comment section.

CREATIVE SECTION

The tasks in this section are an opportunity to either expand upon the sustainable practices already included in the checklist, or to address challenges unique to your office. Attempt to complete the tasks already written in the section, and/or write in a green office initiative already in place in your office that was not covered in our checklist.

POINT SYSTEM

Each task will be awarded 1 point upon completion. We do not award different levels of certification for the points collected, but ask that in order to continue to be listed as part of the program, you work with us every semester to address one or more of the items that are not currently being addressed in your office.

POINT TALLY

SECTION	POINTS AVAILABLE	POINTS EARNED
ENERGY	9	
PRINTING	10	
PURCHASING	8	
WASTE	13	
CREATIVE		
TOTAL	40	

ENERGY

TASK DESCRIPTION	YES	NO	N/A	COMMENTS	TOOLS
Reviewed the Amherst IT guide for saving energy and recycling electronics					Amherst IT Green Checklist https://www.amherst.edu/offices/it/about-it/announcements/node/703083
Copiers and printers have sleep mode enabled and are turned off each night					Amherst IT Green Checklist https://www.amherst.edu/offices/it/about-it/announcements/node/703083
Have asked the OES for "Turn it Off" light switch stickers					Eleah Wilkerson ewilkerson16@amherst.edu
Power strips in the office are turned off either manually or automatically each night					
Occupancy sensors are installed and working properly or lights are turned off when leaving the room for more than a few minutes <i>If occupancy sensores are not working properly, report it to the Service Center</i>					Service Center #: (413) 542 - 2254
Lights are not turned on when sunlight is sufficient					
Desk lamp incandescent bulbs have been replaced with compact fluorescent bulbs (CFLs) or LEDs					
Elevator in the building is used only when necessary					
A check-in has been scheduled with HVAC to learn about the office's air conditioning and heating units					Bradley Stafford bstafford@amherst.edu

PRINTING

TASK DESCRIPTION	YES	NO	N/A	COMMENTS	TOOLS
Electronic sharing of documents is typically exercised					
Printers are centralized and used only when necessary					
Double-sided printing is set as the computer default for all office members					
Paper, envelopes, and other office supplies are ordered through Print & Mail					Print and Mail Online Store https://amherst.webdeskprint.com/psp/app/PSP_Start.asp
Paper used in office has post-consumer recycle content <i>This can be ordered through Print & Mail</i>					Print and Mail Online Store https://amherst.webdeskprint.com/psp/app/PSP_Start.asp
Large quantity print jobs are accurately estimated to avoid surplus					
Single-sided scrap paper is collected in a central location and reused					
When printing out of office, printers contracted use post-consumer recycled content paper					Print and Mail Online Store https://amherst.webdeskprint.com/psp/app/PSP_Start.asp
Inter-office envelopes are used in place of regular envelopes whenever possible					
Excess or undesired catalog or magazine subscriptions are cancelled					

PURCHASING

TASK DESCRIPTION	YES	NO	N/A	COMMENTS	TOOLS
Group online ordering is done when possible					
Cleaning products used are Green Seal certified					
Appliances used are Energy Star certified <i>Look for a blue Energy Star sticker on appliances</i>					Energy Star Certification https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/earn-recognition/energy-star-certification
Coffee makers are thermal carafe instead of single-cup coffee brewers					
Coffee purchased is Fair Trade certified					
Keurigs are shared by office members rather than members having their own					
If the office uses a Keurig, the office has a system set up to recycle or compost the K-cups					Grounds to Grow On https://www.groundstogrowon.com/keurig/home.html Tayst Coffee https://www.tayst.com/ Recycle A Cup https://www.recycleacup.com/
Styrofoam products are not used in the office					

WASTE

TASK DESCRIPTION	YES	NO	N/A	COMMENTS	TOOLS
Recycling bins are provided to the office					
Signage detailing what items are recyclable are set up alongside recycling bins <i>This can be requested from the Service Center</i>					Service Center #: (413) 542 - 2254
Compost bins are provided to the office					
Batteries, ink cartridges, and electronics are recycled properly					Paul Thornton pthornton@amherst.edu
Office supplies are shared throughout the office when possible					
Office supplies are reused (i.e. folders, paper clips, etc.)					
Furniture is recycled, donated on campus, or given to a local organization					Jim Healy Seymore Warehouse jphealy@amherst.edu
Water coolers, tap water or water fountains are used in the office rather than disposable, single-serving water bottles					
Office members use reusable water bottles, coffee mugs, silverware and plates					
It is encouraged to bring own silverware, reusable plates, and cups to events					
When catered food is used for office events, the food is from local and sustainable businesses (double-check with CISA) <i>Encourage caterers to use reusable, recyclable, and/or compostable materials</i>					Community Involved in Sustaining Agriculture https://www.buylocalfood.org
Reusable, compostable or recyclable silverware, plates, and cups are used when disposable materials are needed					
The office actively encourages the correct disposal of compostable or recyclable materials (i.e. signage or reminders before events) and provides the necessary bins to do so					Paul Thornton pthornton@amherst.edu

CREATIVE

TASK DESCRIPTION	YES	NO	N/A	COMMENTS	TOOLS
All office events are completely waste free					
There are no individual trash bins but rather community trash bins					
Before purchasing new furniture, check with Jim Healy about furniture stored in Seymore Warehouse					James Healy Service Building jphealy@amherst.edu

AMHERST CONTACT INFORMATION

DEPARTMENT	CONTACT & EMAIL	EXTENSION #
Amherst IT	AskIT@amherst.edu	ext. 2526
HVAC	Bradley Stafford btstafford@amherst.edu	ext. 2254
Print & Mail	Rod Squier printandmail@amherst.edu	ext. 2820
Service Center	servicctr@amherst.edu	ext. 2254
Seymore Warehouse	Jim Healy jphealy@amherst.edu	ext. 2367
Waste & Recycling	Paul Thornton pthornton@amherst.edu	ext. 5038

EXTERNAL RESOURCES

SECTION	RESOURCE	LINK
Energy	Amherst IT Green Checklist	https://www.amherst.edu/offices/it/about-it/announcements/node/703083
Printing	Online Print & Mail Store	https://amherst.webdeskprint.com/psp/app/PSP_Start.asp
Purchasing	Eco-friendly coffee pods	https://www.groundstogrowon.com/keurig/home.html
		https://www.tayst.com/ https://www.recycleacup.com/
Purchasing	Energy Star Certification	https://www.energystar.gov/buildings/about-us/energy-star-certification
Waste	Community Involved in Sustaining Agriculture (CISA)	https://www.buylocalfood.org/