



Green Office Program

GREEN OFFICE CERTIFICATION PROGRAM

With your help, we can reach LVUSD's goals to reduce the amount of waste of consumable materials, encourage recycling and green procurement practices and promoting conservation principles.

There are 4 successive stages of the green office program; Leaf One to Leaf Four. Once you have earned Leaf One, you are considered a Green Office. For the ultimate "green" office pursue recognition through Leaf Four. LVUSD has 17 Offices throughout the district and they are: District Office, Buttercup Office, 9 Elementary School Offices, 3 Middle School Offices, and 2 High School Offices.

STEPS TO COMPLETION

Step One: The pursuit of Leaf 1

- Complete and return the Green Office Recognition Program commitment and Green Office Inventory Forms to Rhonda Bacot, Director of Facilities (rbacot@lvusd.org). LVUSD Environmental Steward Committee "ESC" will send your Office Manager/Lead/Program Director a confirmation email that your school office is in pursuit of the Four Leaf Green Certificate and will include "Green Office Tips for Success".
 1. Make sure your office manager and principal are on board
 2. Gather signatures from your office. 75% of the office(s) must commit to reducing their resource use by taking steps required of the checklist.
 3. Complete the "Green Office Inventory" form.

Step Two: The pursuit of Leaf 2

- Review and submit the LVUSD Green Office "Leaf Two" first 5 categories (out of 9).
 1. Complete required action items for Participation, Energy, Waste Reduction, Recycling, and Purchasing.
 2. Once 100% completed, send an email to Rhonda Bacot (rbacot@lvusd.org) for ESC Green Liaison to be assigned to your site to set up a visit.

Step Three: The pursuit of Leaf 3

- Review, and submit the LVUSD Green Office "Leaf Three" checklist of the next 3 categories out of 9.
 1. Complete required action items for Publications, Meetings and Events, Transportation
 2. Once 100% completed, send an email to Rhonda Bacot for ESC Green Liaison to be assigned to your site to set up a visit.

Step Four: Leaf 4

- Review, and submit your Campus Outreach Program.

Congratulations!

LVUSD School will present your school with a special presentation of a Green Office Certificate.



LVUSD Green Office Recognition Program Commitment

Primary Contact: _____ Date Submitted: _____

Email Address: _____

Green Office ID (school name): _____

We, the members of this office, are committed to LVUSD goal and want to participate in the district wide "LVUSD Green Office Recognition Program" and confirm that to the best of our knowledge this office has successfully completed this application for the Leaf Four Certification.

This office will commit to take the individual and group actions in order to reduce our office's energy use, waste consumption and encourage recycling and green procurement wherever possible. The signatures represent at least 75% of our office's full and part time staff, and faculty members.

of people in the office(s): _____

Signature of Office Manager/Lead/Program Director _____

Office/staff Members Signatures: (Please add an additional sheet if necessary)

1 _____ 7 _____ 13 _____

2 _____ 8 _____ 14 _____

3 _____ 9 _____ 15 _____

4 _____ 10 _____


5 _____ 11 _____

6 _____ 12 _____



Green Office Inventory for _____ (school)

This sheet is your guide to inventorying the equipment in your office that utilizes energy and resources. Please return this form with your program commitment form (page 2).

Completion of these forms, your office will earn the school office: Leaf One  Certification

1. # of people in office: _____ # of monitors: _____ (Ex: many laptops have a dual screen monitor)

2. # of personal/desk printers: _____ # of networked printers: _____ (main printer for office)

3. # of desktop computers: _____ # of desk lamps: _____

4. Other electrical machines (ex. Pencil sharpeners)

5. # of water coolers: _____

6. Type of water cooler: _____ Directly Plumbed _____ Freestanding bubbler (Brand) (Brand, Ex: Poland Springs)

7. Do you have a kitchen? _____yes _____ no.

If yes, please check all that apply:

_____ Industrial coffee maker _____ Single pod coffee maker _____
(Brand & #) (#how many) (#how many)

_____ Microwave, Approximately how old: _____
(#how many)

Refrigerator ___ mini ___ full size
(#) (#) (how many of each)

1. _____Type(Brand)rating;_____ Energy Star circle: yes or no

2. _____Type(Brand)rating;_____ Energy Star circle: yes or no

Other Appliance(s)(brand, Energy Star rated, how old):

List other Departments that have offices and chairperson:

- 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____



Congratulations! _____ . You have completed "One Leaf" by submitting the LVUSD Green Office Recognition commitment and Office Inventory Forms. Your campus is ready for the next step to achieve the "Two Leaf".

The Green Office Program 1 – 5 Categories Checklist

PARTICIPATION

- _____ in our office is responsible for introducing staff to the Green Office program and inviting them to participate. He/She will review this checklist and ask for their commitment by signing up with them.
- We placed the shutdown reminder checklist at all workstations in our office and work/copy rooms. *See Green Office Shut Down List on page 7*
- We have created a Green Team bulletin board located in _____.
(Ex: Staff Lounge)
- We have created a campus Green Team and the contact at our School/Office is _____. Their contact information is posted on our Green Board and he/she will share updated and new sustainability practices and resources for the school.

ENERGY

- We enabled the recommended power management settings on our computers. [Windows or Mac].
 - If changing these settings requires administrative rights, we've contacted our IT group for assistance.
- We put our computers into energy saving modes (standby/hibernate) when not in use and at the end of each day.
- We turn off our monitors/screen when not in use and at night.
- _____ in our office is responsible for sending an e-mail to our staff before holidays and breaks containing energy saving checklist. [Example Checklist]



The Green Office Program Checklist continued

WASTE REDUCTION

- **IF PRINTING, PLEASE DOUBLESIDE** - Double-siding is set as a default on our office computers [Windows and Mac]
- Visual prompts are placed on the copy machine to remind our office to double-side whenever possible.
- We have a dedicated tray to collect scrap paper in the printer/copy room. Staff is encouraged to use this paper.

RECYCLING

- There are side by side, one blue recycling basket and a gray trash can located in the offices and surrounding areas (including the kitchen, conference rooms, and copy rooms).
- Recycling signs are clearly posted on or near all recycling bins. [Recycling & Trash Signs]
- We return toners cartridges to vendor or district office for proper recycling.
- We will review proper recycling practices at two staff meetings per year on _____ and _____ dates and our Green Program Director will present at each meeting.

PURCHASING

LVUSD makes a conscience effort to purchase office supplies and furniture made from recycled materials. We will look for green purchasing options first, and use when possible. Our current vendors, Staples and Office Depot both offer recycled products.

Here are the links:

- Southwest Office Supplies: <http://www.southwestschool.com> search on "eco products"
- Staples Easy on the Planet: <http://www.staples.com/sbd/cre/marketing/easy-on-the-planet/>
- Office Depot Buy Green Office: <http://www.officedepot.com/a/browse/greeneroffice/N=5+11332/>

Other products such as copy paper, can liners, paper towels and chemicals etc are purchased by LVUSD, Dave Brusius, Director of Purchasing who makes a conscientious effort to buy green whenever possible. There are many resources available, for example Binder Recycling at Staples. If you find a company or resource that would be helpful for all offices in the LVUSD, please send the information to David Brusius at brusius@lvusd.org who will distribute accordingly.



CONGRATULATIONS! _____ . You have achieved "Two Leaf" by completing and submitting the LVUSD Green Office Program Checklist form. Your campus is ready for the challenge to pursue the "Three Leaf."

The following are the next 3 categories out of the 9 to be completed. Please initial each item that is practiced and send samples via email to Rhonda Bacot, rbacot@lvusd.org.

PUBLICATIONS

- _____ We publish a newsletter, and offer an electronic version that readers can select instead of the paper version.
- _____ We include a "Green" message and tips in our publications (paper or electronic).
- _____ We encourage sustainable practices and welcome new ideas and resources.

MEETINGS AND EVENTS

- _____ Before each meeting or event, we send an e-mail reminding attendees to bring mugs and reusable cups if beverages will be served.
- _____ If reports or information needs to be shared, we encourage that electronic projection devices be used to reduce amount of paper.
- _____ If snacks or meals are to be provided, we will limit the amount of trash by using dishes, plates, reusable containers, cloth napkins.

TRANSPORTATION

- _____ We encourage and promote carpooling, riding the city shuttles, Metro Bus, walking to school in all school publications where necessary.
- _____ We will track the number of student/staff/teachers who walk, ride the bus or carpool.
- _____ In addition to International Walk to School event, we coordinate additional days to encourage walking to school.



CONGRATULATIONS! _____ . You have achieved "Three Leaf" by completing and submitting the LVUSD Green Office Program Checklist form. Your campus is ready for the challenge to pursue the "Four Leaf."

The following is the final category out of the 9 to be completed. Please initial this item that is practiced and send samples via email to Rhonda Bacot, rbacot@lvusd.org .

CAMPUS OUTREACH

_____ We have established an active Campus Green Team consisting of both teacher/staff(s), student(s) and parent(s) who will continue to encourage, educate, coordinate and generate new ideas to be more green. *See attached guidelines for Green Team please include names of inaugural members and meeting dates for the first year.*

Congratulations! LVUSD School will present your school with a special presentation of a Green Office Certificate.



GREEN OFFICE SHUT DOWN LIST

- Turn off all unnecessary electronic devices.
- When gone for an hour or more, turn off computers, monitors, copiers, and printers whenever possible.
- If you have a laptop, work from battery power.
- Turn off all non-essential lights and use energy efficient task lighting in place of overhead lighting.
- Raise the thermostat in your area by a few degrees, where applicable.
- Close the window shades and blinds.
- Plan high-energy use meetings or events in the mornings.
- Turn off laboratory equipment when not being used.

GREEN OFFICE Pre-BREAK SHUT DOWN LIST

- Shut windows tightly
- Shut blinds
- Shut off power strips
- Unplug appliances not plugged into power strips (like microwaves, coffeepots, printers, faxes and chargers)
- Tightly turn off faucets, and report any leaks
- Water your plants



Team Green is a student education and leadership program focused on sustainability. Made up of the Principal or Assistant Principal, the plant manager, staff, students and a PFC/A board member, its purpose is to promote environmental awareness and personal responsibility for the entire school community. In addition, Team Green's initiatives will be aimed at waste reduction and recycling, conservation of resources, and pollution prevention on campus.

- At the beginning of each school year, with assistance from the district each school will be responsible in the preparation and distribution of the necessary information to all the families to improve sustainability, including tips, procedures and policies for our Waste Free Lunch Program and Reduce, Reuse and Recycling practices on campus.
- Work with LVUSD staff and plant managers as they implement various practices, containers and signage that educate the school community on the proper disposal of all waste on campus.
- Plan and provide continuous programs throughout the year in coordination with the Principal and staff educating and promoting Green Teams mission and (School Name)'s Waste Reduction program.
- Conduct student assemblies and events, Earth Day, America Recycle Day for example to educate the school on effective sustainability practices to make the campus "Clean and Green".
- Develop an annual budget and raise money for your program with direct support from the PFC/A and school district.
- Green Team will provide input, guidance and reference materials to Campus Improvement Committee, Gardening Club and other clubs with events and activities on campus in regards of proper waste reduction and disposal using the onsite waste stations.
- Monitor, track and measure the programs progress and report to school and district office about the status of the program.
- Members of the team will assist the Environmental Stewardship Committee in 2 annual campus waste assessments to be conducted in the Fall and Spring.
- Green Team will review the waste audit results and re-evaluate and make adjustments if needed to the campus practices and procedures of the program.