



Green Office Program Office Audit Report Card

GO Rep Name	LaVigna, Ann	Smith, Teri
Department	AGNR- Information and Education Technology	AGNR- Information and Education Technology
Audit Level	Pre-Audit	Post-Bronze
Date of Audit	28-Mar-12	16-Sep-13
Does office participate in "Can the Can"?	Y	Y
Does office practice Single stream recycling?	Y	Y
Does office recycle batteries?	Y	N
Does office recycle toner and printer cartridges?	Y	Y
Does office recycle surplus equipment including electronics through Terrapin Trader?	Y	Y
Have you planned any office wide sustainability events?	N	N
Does office have a designated compost bin?	N	Y
Do you set aside time at staff meetings to discuss sustainability initiatives?	N	Y
Do you provide incentives to office workers to encourage participation in the Green Office Program?	N	Y
Does office use disposable (plastic or Styrofoam) cups/cutlery/plates for meetings and events?	Y	Y
Does office track their commuter carbon footprint?	N	N
Are awareness posters/stickers for recycling, energy conservation, water awareness, and alternative transportation options visible throughout the office?	N	Y
Indicate the total number of workstations/offices surveyed during the walk through audit.	10	10
% of workstations with easy access to recycling bin (at desk or centrally located)?	20%	100%
Percent of paper in recycling bins that has been used on both sides?	100%	N/A
Percent of recyclables (paper, cans, bottles, plastics, etc.) in garbage bins? (from workstations and/or central bins)	20%	0%
Light switches total #	17	17
% Light switches turned off	35%	71%
% Light switches with motion sensor	0%	0%
Monitors total #	18	21
% Monitors total turned off	33%	33%
% Monitors total in power save mode	22%	0%
Printers, copiers, scanners total #	7	8
% Printers, copiers, scanners turned off	29%	25%
% Printers, copiers, scanners in power save mode	29%	75%
% copy/print paper purchased that is environmentally preferred	75%	100%
% remanufactured or recycled printer cartridges purchased	0%	50%



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% energy efficient office equipment and appliances purchased. (e.g. computers, printers, photocopiers, fridges, etc. with an ENERGY STAR or EPEAT rating)	0%	75%
% environmentally preferred stationary purchased (e.g. refillable pens, pencils, markers, recycled folders, reusable envelopes, etc.)	50%	50%
% environmentally preferred plates, cups and cutlery purchased. (e.g. compostable or recyclable disposables, or reusable plates/cutlery, etc.)	50%	100%
Staff Survey		
% of surveyed staff who almost always or always minimize printing whenever possible (i.e proofread on screen, use track changes in word, etc.)	100%	100%
% of surveyed staff who almost always or always compost food scraps and paper towels.	33%	25%
% of surveyed staff who almost always or always use natural lighting as much as possible	67%	75%
% of surveyed staff who almost always or always carpool, take public transportation, bike, or walk to work	67%	25%
% of surveyed staff who almost always or always unplug electronics that are not in use to avoid power vampires. (i.e. printers, power strips, chargers, etc.)	33%	25%
% of surveyed staff who almost always or always purchase local, organic or/and fair trade options.	33%	50%
% of surveyed staff who almost always or always use the double-sided function when printing and/or copying.	33%	100%
% of surveyed staff who almost always or always reuse once used paper (i.e for notepaper/meetings etc.)	67%	75%
% of surveyed staff who almost always or always use reusable plates, cups and cutlery while at work.	67%	75%
% of surveyed staff who almost always or always use the single stream recycling bins for cardboard, paper, glass, aluminum and plastics.	100%	75%
% of surveyed staff whose monitor is on power save mode almost always or always when not in use for more than 10 minutes (choose either 0 or 5).	67%	100%
% of surveyed staff who almost always or always turn off the computer monitor when leaving the office for the day.	67%	75%
% of surveyed staff who turn off lights when possible if they know that an area will be unattended for more than 10 minutes. (i.e. work stations, meeting rooms, copy rooms, lunch rooms, bathrooms).	33%	75%
% of surveyed staff that are aware that the University has an Environmentally Preferable Procurement Policy	100%	75%
% of surveyed staff that are aware of the University of Maryland's annual Sustainability Report	33%	75%
% of surveyed staff that have visited the Office of Sustainability Website	100%	100%
% of surveyed staff that are aware of the University Sustainability Fund	0%	50%
% of surveyed staff that are familiar with the University of Maryland Climate Action Plan	33%	25%