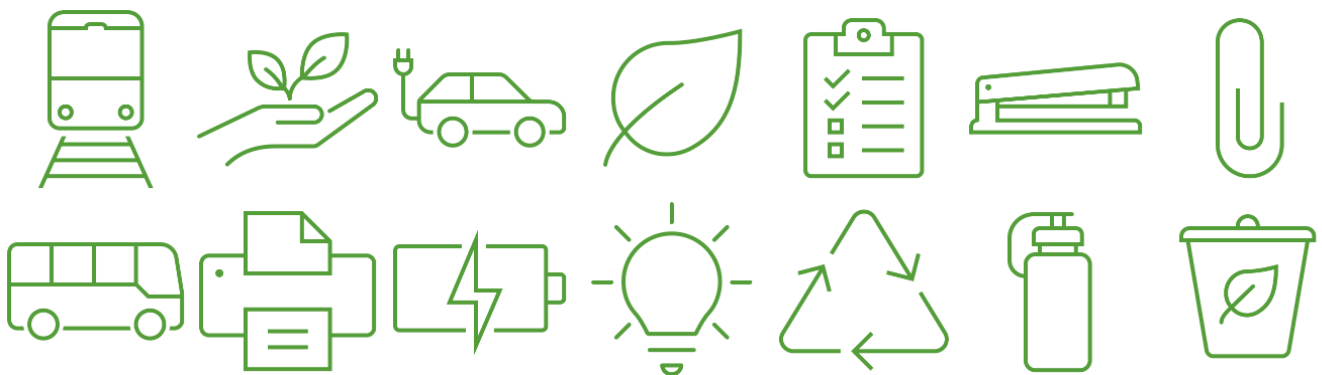


**KENNESAW STATE**  
UNIVERSITY

OFFICE OF SUSTAINABILITY

## **Green Office Certification Guide**

*Resources included to help make the certification process easier!*



## Green Office Certification Guide:

The Green Office Certification Program is a voluntary, self-guided initiative that promotes sustainable practices at Kennesaw State University. The program focuses on energy & water conservation, recycling & waste reduction, sustainable events, and a healthy work environment.

KSU workplaces can produce less waste and enjoy cost savings through actionable sustainability measures! In collaboration with the Office of Sustainability (OOS), offices across the University are encouraged to evaluate their current practices and develop a Green Office certification timeline and action plan. Throughout the process, the Office of Sustainability is available to provide tools, support, and guidance.

## Why should you participate?

Your contribution will help the University achieve its sustainability goals. By building a habit of incorporating sustainable choices and practices into our everyday lives and workplaces, it will make it easier to do better, and you never know who you might be inspiring along the way.

## What will your Green Office receive?

- Recognition logo for your website
- Social media profile
- Digital footer for your email signature
- Certificate for office breakroom

## Certification Process:

### Step 1. Identify a Green Office Representative

Identify a Green Office Representative (GOR). This person will represent the office and collaborate with the Office of Sustainability.

### Step 2. Fill out Green Office Checklist

The GOR will self-evaluate the office's current practices by filling out the Green Office Checklist. When completed, email checklist to [sustainableksu@kennesaw.edu](mailto:sustainableksu@kennesaw.edu).

### Step 3. In-person Consultation

The OOS will set up an in-person consultation to tour the office facilities, go through your self-evaluation, and cover any questions you may have. After reviewing your checklist, the OOS will award your office with one of two certification levels.

### Step 4. Obtain Certification

Congratulations! Your office is now a recipient of the Green Office Certification. We appreciate all the changes you have made to contribute towards a more sustainable future for our University. In order to maintain this certification, OOS will conduct bi-yearly audits in which our team will visit

your office to check on your sustainability efforts. Green Office Certification lasts 2 years and you must reapply if you want to keep your certification. If you opt for a higher certification, you may do so when reapplying.



# Green Office Checklist

This checklist serves as a guide to become Green Office Certified. Please submit checklist and pledge document together.

\*For resources on how to implement these ideas, please refer to the Green Office Resources document.



## SILVER (MIN. OF 5)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Recycling:</b><br>Recycling bins available inside offices or within 200ft of suite. Please reach out to the OOS for recommended bins.  | <input type="checkbox"/> <b>Education:</b><br>Host (1) Sustainability – focused education opportunity for staff. To be scheduled in coordination with the OOS. Min 1hr/year. |
| <input type="checkbox"/> <b>Composting:</b><br>Breakroom composting through KSU composting program.  | <input type="checkbox"/> <b>Sustainable Marketing:</b><br>Request recycled and recyclable materials for printed marketing materials.   |
| <input type="checkbox"/> <b>Green Breakroom Dishware:</b><br>Provide reusable cutlery and plates for the office.   | <input type="checkbox"/> <b>Remote Work:</b><br>Department allows partial remote work.   |
| <input type="checkbox"/> <b>Recycled paper:</b><br>Printing paper made from recycled content.  | <input type="checkbox"/> <b>Recycled/Sustainable Office Supplies:</b><br>Provide sustainable stationary/office supplies.*  |
| <input type="checkbox"/> <b>Green Breakroom Cleaning:</b><br>Provide biodegradable/sustainable cleaning supplies.*   | <input type="checkbox"/> <b>Innovation:</b><br>Create your own sustainability initiative to be approved by the OOS.  |
| <input type="checkbox"/> <b>Health-Exercise:</b><br>50% of staff pledge to take the stairs or take a 10-min walk at least once during the workday OR your office can propose your own health pledge and have it approved by the OOS. |  |



## GOLD (MIN. OF 5 SILVER AND 5 BELOW)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Lighting Controls:</b><br>Already have, or if replacing light fixtures, install occupancy sensors in all renovated spaces. | <input type="checkbox"/> <b>Waste Reduction (Plastics):</b><br>Water bottle filling stations available to staff within 200ft from office suite or from nearest elevator <u>and</u> discontinue purchasing of water bottles for department events. |
|--|---|

**Event Dishware:**

Compostable/biodegradable or reusable containers/cutlery for all events. Eliminate plastic straws and cup lids.\*

**LED Lightbulbs:**

If replacing light fixtures, select LED.

**Waste reduction (Furniture):**

When replacing furniture, consider surplus furniture before buying new.

**Sustainable Swag:**

Select sustainable swag.\*

**Breakroom Appliances:**

Already have or, if purchasing new appliances, request Energy Star when available.\*

**Sustainable Car Rental:**

Commit to selecting electric vehicle rentals, when available.

**Health-Mindfulness:**

Provide an informal relaxation space for either meditation or play (puzzles, coloring etc.) OR your office can propose an alternative health mindfulness practice to be reviewed by the OOS.

**Innovation:**

Create your own sustainability initiative to be approved by the OOS. Must be different from Silver category.