

Go Greener Office Challenge Evaluation Worksheet

Evaluation Worksheet Overview

You should use this worksheet when conducting the evaluation. This worksheet provides a space to track your evaluation of office spaces and occupant behavior. This document consists of a walk-through survey that requires you to investigate the office suite and perform random interviews of office occupants. The worksheet questions are divided by the type of space; for example, questions listed under the section entitled "Copy Room" are meant to be answered based on information provided in the office's copy room.

Definitions

Workspace includes a desk and chair.

Office suite includes multiple workspaces with common areas such as a kitchen or copy room.

How to Use this Worksheet

You should use this worksheet to record your findings when conducting the evaluation. To conserve paper, please print one copy of this worksheet as a double-sided document or on once-used paper and use it to record findings for all office spaces within the defined evaluation scope.

Defining the Evaluation Scope: Prior to conducting the evaluation, you must fill out the table on page 2 of this document to define the scope. For each evaluation scope, please fill out a separate Evaluation Worksheet. The Go Greener Office Challenge Evaluation Worksheet is designed to be completed during working hours and if possible after work hours. If you are unable to conduct the evening/after work hours evaluation, check the "Not Applicable" box. In the Scope of the Evaluation table, please indicate when the evaluation was conducted.

Walk-Through Survey and Employee Interviews: As you conduct the walk-through survey and employee interviews, please track your findings in the answer boxes provided to the right of each question. The answer boxes have been designed to accommodate multiple answers, for example:

	Yes	No	Not Applicable
Are your computer's Energy Star [®] power management features enabled?	IIII III Totals: 8	II 2	0

Notice that this document should be filled out using tick marks based on YES or NO answers. You should evaluate each workspace or employee on every question in the order in which it appears on the worksheet.

Submission of Evaluation Findings

Upon completion of the worksheet, you will transfer your findings to the Excel document entitled Ratings Calculator. You should enter the totals for each question in the Ratings Calculator. The Excel document will automatically calculate the office suite's rating. When all findings are entered into the Ratings Calculator, please complete the following:

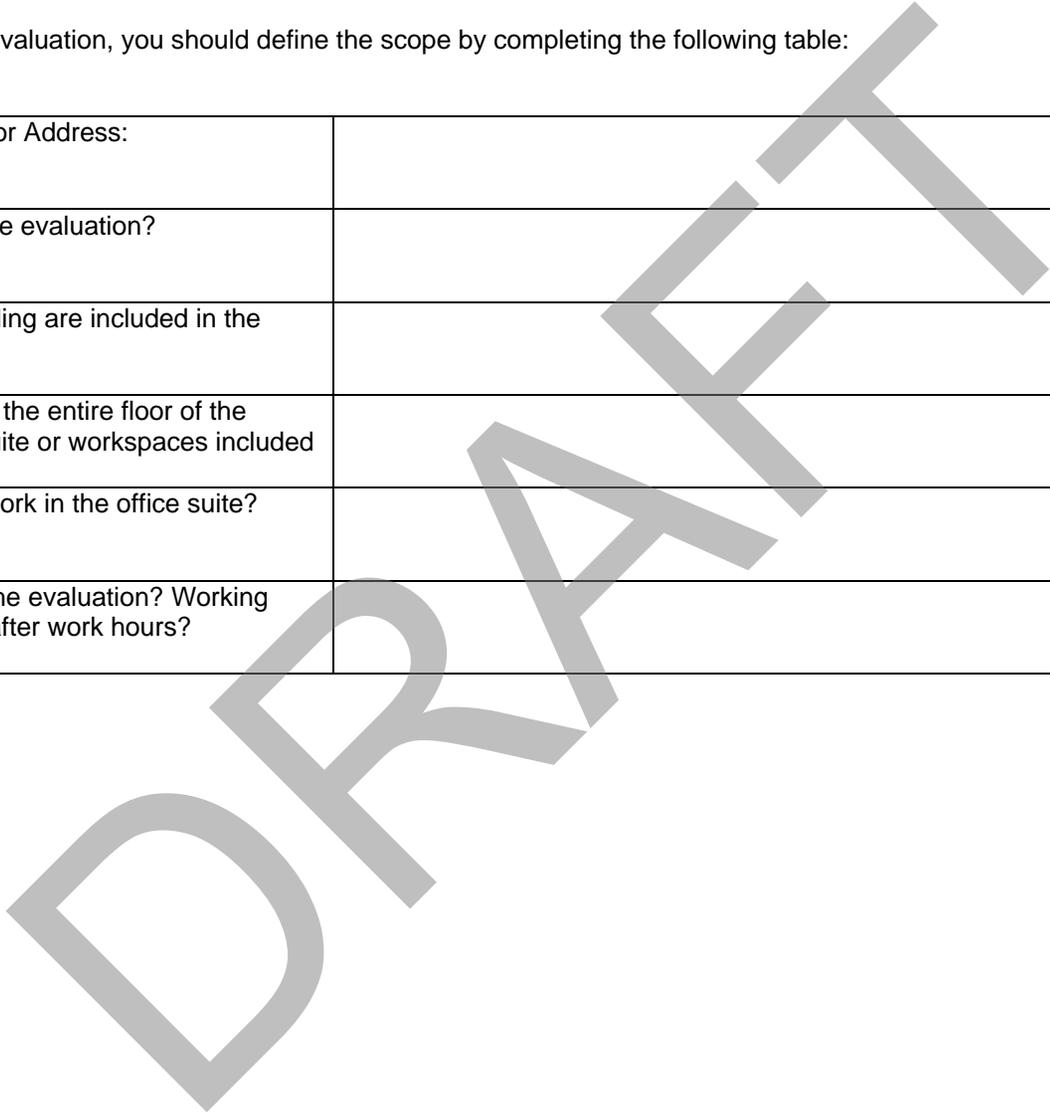
- Email a copy of the Ratings Calculator (Excel document) to the Green Team Lead, **AND**
- Turn in a hard copy of the Evaluation Worksheet by sending via inter-office mail or scanning and emailing the document to the Green Team Lead.

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Scope of the Evaluation

Prior to conducting the evaluation, you should define the scope by completing the following table:

Office Building Number or Address:	
What IC is included in the evaluation?	
What floor(s) of the building are included in the evaluation?	
If you are not evaluating the entire floor of the building, list the office suite or workspaces included in the evaluation:	
How many employees work in the office suite?	
When will you conduct the evaluation? Working hours? And/or evening/after work hours?	



A. Copy Room

Please verify answers when possible and indicate in notes column.

General Information				Not Applicable	Notes/Comments
1.1	Place one tick mark for each copy room evaluated:				
		Yes	No	Not Applicable	Notes/Comments
1.2	Is there a printer?				
1.3	Is there a copier?				
1.4	Is there a fax machine?				
1.5	Is there a scanner?				
1.6	Is there a multi-function machine (e.g., a printer/scanner/copier all in one)?				
Energy Conservation		Yes	No	Not Applicable	Notes/Comments
1.7	Evening Evaluation Only: Are the lights in the copy room turned off after hours?				
1.8	Evening Evaluation Only: Is the printer in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.9	Evening Evaluation Only: Is the copier in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.10	Evening Evaluation Only: Is the fax machine in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.11	Evening Evaluation Only: Is the scanner in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.12	Evening Evaluation Only: Is miscellaneous office equipment (e.g., CD/DVD burner, plotter) turned off or in Sleep/Power Save mode (no full power/Ready mode) after hours?				

Recycling		Yes	No	Not Applicable	Notes/Comments
1.13	Is there a bin or box for recycling paper located in the copy room?				
1.14	Is there a recycling bin for ink and toner cartridges in the copy room?				
1.15	Are there only recyclable materials in the recycle bin?				
1.16	Is there only general, non-recyclable waste in the waste bin?				
Green Purchasing		Yes	No	Not Applicable	Notes/Comments
1.17	Does the paper used in the copiers and printers contain at least 30% post-consumer recycled content?				
1.18	Does the majority (>50%) of other office paper products (e.g., folders, notepads, self-stick notes, binders) contain post-consumer recycled content? ¹				
Paper Use		Yes	No	Not Applicable	Notes/Comments
1.19	Does the printer have duplexing (double-sided) capabilities?				
1.20	Does the copier have duplexing (double-sided) capabilities?				

¹ Please indicate the % of post-consumer recycled content for any office paper products in the notes column.

B. Conference Rooms

Please verify answers when possible and indicate in notes column.

General Information				Not Applicable	Notes/Comments
1.21	Place one tick mark for each conference room evaluated:				
		Yes	No	Not Applicable	Notes/Comments
1.22	Is there a computer?				
Energy Conservation		Yes	No	Not Applicable	Notes/Comments
1.23	Evening Evaluation Only: Are the lights in the conference room turned off after hours?				
1.24	Evening Evaluation Only: Is the computer and monitor turned off (no screen savers) after hours?				
1.25	Evening Evaluation Only: Is miscellaneous office equipment (e.g., LCD projector, video conference equipment) turned off or in Sleep/Power Save mode (no full power/Ready mode) after hours?				
Recycling		Yes	No	Not Applicable	Notes/Comments
1.26	Is there a bin or box for recycling paper located in the conference room?				
1.27	Is there a recycling bin for commingled items in the conference room?				
1.28	Are there only recyclable materials in the recycle bin?				
1.29	Is there only general, non-recyclable waste in the waste bin?				

C. Kitchen or Vending Area

Please verify answers when possible and indicate in notes column.

General Information				Not Applicable	Notes/Comments
1.30	Place one tick mark for each kitchen or vending area evaluated:				
Energy Conservation		Yes	No	Not Applicable	Notes/Comments
1.31	Evening Evaluation Only: Are small appliances (e.g., toaster, coffee maker) unplugged when not in use?				
1.32	Evening Evaluation Only: Are the lights in the kitchen turned off after hours?				
Recycling		Yes	No	Not Applicable	Notes/Comments
1.33	Is there a recycling bin for commingled items in the kitchen?				
1.34	Are there only recyclable materials in the recycle bin?				
1.35	Is there only general, non-recyclable waste in the waste bin?				
Green Purchasing		Yes	No	Not Applicable	Notes/Comments
1.36	Are reusable plates, cups or cutlery available in the kitchen or food area?				
1.37	Are biodegradable plates, cups or cutlery available in the kitchen or food area?				

D. Other Common Spaces

Please verify answers when possible and indicate in notes column.

General Information				Not Applicable	Notes/Comments
1.38	Place one tick mark for each other common space evaluated:				
		Yes	No	Not Applicable	Notes/Comments
1.39	Is there a printer?				
1.40	Is there a copier?				
1.41	Is there a fax machine?				
1.42	Is there a scanner?				
1.43	Is there a multi-function machine (e.g., a printer/scanner/copier all in one)?				
Energy Conservation		Yes	No	Not Applicable	Notes/Comments
1.44	Evening Evaluation Only: Are the lights in the workspace turned off after hours?				
1.45	Evening Evaluation Only: Is the printer in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.46	Evening Evaluation Only: Is the copier in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.47	Evening Evaluation Only: Is the fax machine in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.48	Evening Evaluation Only: Is the scanner in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.49	Evening Evaluation Only: Is miscellaneous office equipment (e.g., CD/DVD burner, plotter) turned off or in Sleep/Power Save mode (no full power/Ready mode) after hours?				

Recycling		Yes	No	Not Applicable	Notes/Comments
1.50	Is there a bin or box for recycling paper located in the common space?				
1.51	Is there a recycling bin for commingled items in the common space?				
1.52	Are there only recyclable materials in the recycle bin?				
1.53	Is there only general, non-recyclable waste in the waste bin?				
1.54	Is there a recycling bin for ink and toner cartridges in the common space?				
Green Purchasing		Yes	No	Not Applicable	Notes/Comments
1.55	Does the paper used in copiers and printers contain at least 30% post-consumer recycled content?				
1.56	Does the majority (>50%) of other office paper products (e.g., folders, notepads, self-stick notes, binders) contain post-consumer recycled content? ²				
Paper Use		Yes	No	Not Applicable	Notes/Comments
1.57	Does the printer have duplexing (double-sided) capability?				
1.58	Does the copier have duplexing (double-sided) capability?				

² Please indicate the % of post-consumer recycled content for any office paper products in the notes column.

E. Workspace & Employee Interviews

Please verify answers when possible and indicate in notes column.

General Information				Not Applicable	Notes/Comments
1.59	Place one tick mark for each workspace evaluated:				
1.60	Place one tick mark for each employee interviewed:				
		Yes	No	Not Applicable	Notes/Comments
1.61	Is there a computer?				
1.62	Is there a printer?				
1.63	Is there a copier?				
1.64	Is there a fax machine?				
1.65	Is there a scanner?				
1.66	Is there a multi-function machine (e.g., a printer/scanner/copier all in one)?				
Energy Conservation		Yes	No	Not Applicable	Notes/Comments
1.67	Employee Interview: If small equipment such as phone chargers, radios, and coffee makers are located within the workspace, is it unplugged when not in use?				
1.68	Employee Interview: Are you able to control your computer's power management features? Are your computer's Energy Star power management features enabled? ³				
1.69	Are compact fluorescent light bulbs used in free standing lamps (e.g., desk lamps) located within the workspace?				

³ If an employee does not have control over their power management features and does not have them enabled please place a tick mark in the N/A box.

1.70	Are lights turned off when not in use?				
1.71	Evening Evaluation Only: Are the lights in the workspace turned off after hours?				
1.72	Evening Evaluation Only: Is the computer and monitor turned off (no screen savers) after hours?				
1.73	Evening Evaluation Only: Is the printer in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.74	Evening Evaluation Only: Is the copier in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.75	Evening Evaluation Only: Is the fax machine in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.76	Evening Evaluation Only: Is the scanner in Sleep/Power Save mode (no full power/Ready mode) after hours?				
1.77	Evening Evaluation Only: Is miscellaneous office equipment (e.g., CD/DVD burner, plotter) turned off or in Sleep/Power Save mode (no full power/Ready mode) after hours?				
Recycling		Yes	No	Not Applicable	Notes/Comments
1.78	Is there a bin or box for recycling paper located at the workspace?				
1.79	Are there only recyclable materials in the recycle bin?				
1.80	Is there only general, non-recyclable waste in the waste bin?				
Green Purchasing		Yes	No	Not Applicable	Notes/Comments
1.81	Does the paper used in copiers and printers contain at least 30% post-consumer recycled content?				
1.82	Does the majority (>50%) of other office paper products (e.g., folders, notepads, self-stick notes, binders) contain post-consumer recycled content? ⁴				

⁴ Please indicate the % of post-consumer content in any office paper products in the notes column.

Paper Use		Yes	No	Not Applicable	Notes/Comments
1.83	Does the printer have duplexing (double-sided) capability?				
1.84	Employee Interview: When printing, do you print double-sided documents?				
1.85	Does the copier have duplexing (double-sided) capability?				
1.86	Employee Interview: Do you make double-sided copies when using the copier?				
Transportation / Fossil Fuel Use		Yes	No	Not Applicable	Notes/Comments
1.87	Employee Interview: Do you participate in the Transshare program?				
		# Days per Year	# Days per Week	Not Applicable	Notes/Comments
1.88	Employee Interview: How do you commute to/from work? By: ⁵				
1.88a	Personal car with no passengers?				
1.88b	RideOn or Metro or other public transportation?				
1.88c	Carpool or Vanpool?				
1.88d	Bike?				
1.88e	Walk?				
Other		Yes	No	Not Applicable	Notes/Comments
1.89	Employee Interview: Do you use non-disposable cups, cutlery and dishes?				
1.90	Employee Interview: Do you use biodegradable cups, cutlery and dishes?				

⁵ Employee should estimate the number of days per year **OR** the number of days per week they use a certain form of transportation.

F. Employee Suggestions

Employee Suggestion		Employee Name	Employee Contact Information
1.91			
1.92			
1.93			
1.94			

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