Green Office Baseline Assessment

This baseline assessment should be completed by any prospective department/office who would like to participate in the Green Office Program. This form helps the Office of Sustainability measure your office's current level of sustainability, via a points system, and identify new opportunities to increase your office's sustainability.

Please note that filling out this baseline assessment is step 2 of joining the program. Make sure you have completed step 1 by inviting the Office of Sustainability to give a small 10-minute presentation on the program at your next all-staff meeting.

Please have your office's primary contact for the Green Office program complete this form. However, it is highly suggested that you go through the questions beforehand with an office admin (if they are not the primary contact), to get pertinent information pertaining to current office purchasing and operation standards. Please review the PDF version of the assessment beforehand.

Upon completion of the assessment, the Office of Sustainability will contact you to set up a meeting with your office's Green Team. There we will discuss your responses to this assessment, your office's score, and any future points you wish to pursue.

If you have any questions or concerns please email greenoffice@umbc.edu

Department Name:

First Name:

Last Name:

Position Title:

Email Address:

Names and Emails of other Green Team members:

Number of full-time employees housed in your department/office:

Energy/Climate

Department/office has turn off the light stickers in all offices/common spaces
- ○ Yes
- ○ No

Department/office has a system to ensure all common space lights are turned off when not in use (e.g. One designated person in the office sends a reminder email to all staff on Friday to turn off conference room lights)
- ○ Yes
- ○ No

Department/office has a system to ensure electronic equipment and/or power strips are turned off at the end of the day (e.g. Small power off signs have been placed in all office spaces)?
- ○ Yes
- ○ No

No personal space heaters are used by staff/faculty within the department
- ○ Yes
- ○ No

The office/department only has common space printers for multiple users. Exceptions for personal printers will be made for staff who frequently print sensitive or secure information.
- ○ Yes (We do not have unnecessary personal printers)
- ○ No (We do have unnecessary personal printers)
- ○ Maybe (There is no common printer available/some staff print sensitive information)

The office/department only has a common space fridge and/or microwave. Exceptions for personal fridges/microwaves will be made for staff with medical needs or do not have access to a common kitchen space.
- ○ Yes (We do not have unnecessary personal fridges or microwaves)
- ○ No (We do have unnecessary personal fridges or microwaves)
- ○ Maybe (Staff with personal fridges or microwaves lack access to a common space kitchen or have medical needs)

Department/office has 1 plant per 2 full-time employees (e.g. office with 5 FTE would be required to have 2 office plants)
- ○ Yes
- ○ No

Waste

What is your office's estimated yearly paper use?

Department/office has set all computers/printers to automatically print double-sided
- ○ Yes
- ○ No

Department/office kitchen space(s) are furnished with re-usable dishware alternatives or compostable disposable dishware in lieu of single-use plastics
- ○ Yes
- ○ No
- ○ Maybe (Some items have been replaced with re-usable or compostable alternatives)

The department/office has a centralized collection of batteries to be recycled. Or the department/office uses rechargeable batteries.
- ○ Yes
- ○ No

Department/office has a system to recycle ink/toner cartridges
- ○ Yes
- ○ No

Department/office collects and recycles plastic film as part of UMBC's participation in the NexTrex Plastic Film Recycling Challenge
- ○ Yes
- ○ No

Department/office actively encourages the use of reusable beverage containers at events or meetings (e.g. the office does not purchase nor provide single-use water bottles at meetings)
- ○ Yes
- ○ No
- ○ Maybe

Department/office has a scrap paper bin containing one-sided clean paper available for reuse near common area printers or sends scrap paper to commonvision to be created into notebooks.
- ○ Yes
- ○ No

Department/office sends and stores meeting agendas, information, and notes electronically or verbally instead of printing for each meeting participant
- ○ Yes
- ○ No
- ○ Maybe

Department/office does not have a Keurig machine, or has a reusable mesh filter and no longer purchases disposable K-cups
- ○ Yes
- ○ No

Transportation

Department/office has a dedicated area for posting information on alternative transportation options available to UMBC employees/students
- ○ Yes
- ○ No

Department/office is familiar with HR's "Other Flexible Work Arrangements" including the procedure for telework. (e.g. UMBC telework procedure is covered with all new employees, so they are familiar with how to negotiate a telework schedule)
- ○ Yes
- ○ No

Purchasing

Please upload a photo of the white copy paper your office purchases

Please list your office's top 3 most frequently purchased office supplies, excluding copy paper (e.g. pens, highlighters, highing files, etc.)

When using UMBC Commonvision's to print marketing material the department/office requests sustainable printing options
- ○ Yes
- ○ No

Please list all the common area cleaning supplies your office purchases (e.g. dish soap, all-purpose cleaner, sponges, etc)

Department/office has a procedure in place to check with work control if there is suitable existing furniture in the warehouse before ordering new furniture
- ○ Yes
- ○ No
- ○ Maybe

Office's admin or staff responsible for office supply purchasing has followed the myUMBC Retriever Exchange page to receive email updates about office supplies or items that are no longer of use to other departments
- ○ Yes
- ○ No

Education/Outreach

Department/office includes sustainability resources and/or promotes sustainability-related events on its bulletin board, social media, or myUMBC page
- ○ Yes
- ○ No

Department/office informs members about Maryland's 211program
- ○ Yes
- ○ No

Faculty in the department includes information about Retriever Essentials on their syllabi for students
- ○ Yes
- ○ No

Department/office have included a sustainability-related topic into one of their staff meetingss
- ○ Yes
- ○ No