

AMERICAN UNIVERSITY
OFFICE *of* SUSTAINABILITY



Green Office Program

The [Green Office Program](#) provides an opportunity for AU staff and faculty to directly contribute to achieving the university's sustainability goals by promoting the adoption of sustainable practices within participating offices. The action checklists provide concrete steps that offices can take to integrate sustainability into their daily work and office culture.

Goals of the Program

- Grow the AU culture of sustainability.
- Build community across offices.
- Provide tangible guidelines for sustainability focused actions.
- Offer sustainability education for the university community.
- Establish an opportunity for staff and faculty do their part to meet the university's sustainability goals.

How the Program Works

Offices that elect to participate work their way through three checklists - first bronze, then silver, and finally gold. Each checklist builds off of the accomplishments of the last, with the aim of growing a culture of sustainability within the office. To earn recognition at any level, offices must complete at least 10 checklist items and submit the signed achievement form to the Office of Sustainability by e-mailing sustainability@american.edu. Offices must re-certify annually to maintain their Green Office Program certification.

What Offices Can Join?

All faculty and staff are invited to participate. This program has been designed to be flexible. Each office is encouraged to define its own space based on what is appropriate. You may want to certify an entire department or work toward certification within a subset of the department. Both options are welcomed. If your "office" does not easily fit within four walls, this program is still for you. Offices are encouraged to add additional checklist items to personalize the program. This flexibility enables each office to have the largest possible impact and to tailor the checklist to the office's unique environment. The Office of Sustainability can help you brainstorm unique ideas for your office at your request. Additional checklist items must be approved by the Sustainability Office prior to submitting the completed checklist.

History of the Program

AU's Office of Sustainability established the Green Office Program in 2011 to encourage staff and faculty to be involved with conservation and sustainability efforts on campus and in their office. Since the program began, nearly 40 campus offices and more than 600 staff and faculty have participated. Green Office has gone through several iterations and we are excited to release the new program based on feedback from past participants in summer 2016.

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Becoming a Green Office

Follow these steps to become a Green Office today:

1. Form a Green Team. Depending on the size and structure of your workplace, your team may range from only a few people to the majority of your office. However, members should be enthusiastic and willing to learn about and promote sustainable efforts within your office and our community.
2. Invite the Office of Sustainability to give a short presentation during your office staff meeting about sustainability at AU and the Green Office Program.
3. Appoint a Green Team Leader. This person is responsible for organizing the team and ensuring that your office registers. They should be passionate about the certification, development and improvement of your office. Additionally, they will be the liaison between the Office of Sustainability and your office.
4. Select 10 or more of the action items on the Bronze level checklist to implement in your office. Discuss any unique items with the Office of Sustainability.
5. Complete the selected items on the checklist.
6. Complete the Green Office checklist, including the signatures of three quarters of the office staff, and submit it to the Office of Sustainability by e-mailing sustainability@american.edu. After submission, the office will be listed on AU's sustainability website and will receive a certificate to display.
7. Begin the process anew on the Silver checklist (and then again with the Gold).

Offices must re-certify annually to maintain their Green Office Program certification. Recertification requires the submission of all checklists up to the level of desired certification.

Contact us:

sustainability@american.edu
202-885-6262

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RENEWING your Green Office Certification

Follow these steps to renew your Green Office certification today:

1. Reconnect with your Green Team to review the checklist(s) you completed a year ago. Which items have you stayed committed to, and which items will you need to address again? Set-up a time with your full office to review the refresher presentation, provided by the Office of Sustainability, and checklist(s).
2. Complete the Green Office checklist(s), including the signatures of three quarters of the office staff.
3. Submit it to the Office of Sustainability by e-mailing sustainability@american.edu. After submission, the office will send you an updated certificate to display. Recertification requires the submission of all checklists up to the level of desired certification.

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