

**City of Roanoke  
Clean and Green Campaign**

**“Greening the Office” Checklist**

**I. Action Checklist Summary**

**A. Waste Reduction & Recycling:**

1. What quantity of office printing paper did your office purchase last year? \_\_\_\_\_
2. Of the printing paper purchased, do you use eco-friendly paper (made with 100% recycled materials & whitened with an environmentally safe process) for all office paper needs?
  - Yes
  - No
  - Potential for improvement
  - Willing to purchase
3. Do you recycle office paper?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop
4. If so, how much is recycled?
  - None
  - Some
  - Majority

5. Does your office recycle any of the following materials? (Check all that apply)
  - Plastic bottle or vending machine cups
  - Paper
  - Corrugated Cardboard and Containers
  - Aluminum and Steel Cans
  - Newspapers
  - Magazines
  - Mixed Paper
  - Computer Printout
  - Printer and Fax Cartridges
  - Office Electrical Equipment
  - Packaging
  - Fluorescent Lighting Tubes
6. Who picks up your recycled paper?  
\_\_\_\_\_
7. Are there any paper saving initiatives, such as double-sided printing, two page sheets or desktop paper saving trays, carried out within your office?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop
8. Do you use electronic information storage and communication (e.g. – e-mail)?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop

9. Do you use refillable toner cartridges in the printer or copier?
- Yes
  - No
  - Potential for improvement
  - Willing to develop
10. Do you reuse folders, file clips, covers, or paper printed on one side in the fax machine?
- Yes
  - No
  - Potential for improvement
  - Willing to develop
11. Do you encourage staff to use reusable mugs and cutlery for breaks?
- Yes
  - No
  - Potential for improvement
  - Willing to develop
12. Is there a convenient kitchen location to wash and store durable goods?
- Yes
  - No
  - Potential for improvement
  - Willing to develop
13. Have you spoken to the city's Solid Waste Manager regarding the city's recycling collection services?
- Yes
  - No
  - Willing to contact and/or meet

14. Do employees have convenient access to recycling containers at their work stations?
- Yes
  - No
  - Potential for improvement
  - Willing to develop

**B. Energy & Water Efficiency**

1. Has an energy efficiency survey been carried out at your office?
- Yes
  - No
  - Potential for Improvement
  - Willing to Consider
2. Does your office do any of the following? (Select all that apply):
- Turn off non-essential office lights and other electrical equipment when not in use during the night
  - Connect your computer monitor to the hard drive so that both are switched off automatically
  - Use energy star efficient office equipment
  - Use compact fluorescent lights
  - Use natural light whenever possible
3. Are water saving devices fitted within office toilets and restrooms? (i.e. – variable flush handles, flush sensors, low flow taps, etc.)
- Yes
  - No
  - Potential for improvement
  - Willing to develop

4. Have you upgraded your HVAC (Heating, Ventilation, and Air Conditioning) or other electrical systems?

- Yes
- No
- Potential for improvement
- Willing to develop

5. How long has it been since your business upgraded its HVAC or other electrical systems?

- 1 - 5 years
- 6 - 10 years
- 11 - 15 years
- 16 - 20 years
- 21 - 25 years
- > 25 years

6. Does your business track the consumption and cost of water for landscaped areas?

- Yes
- No
- Potential for improvement
- Willing to develop

7. Does your business use drought tolerant vegetation in landscaped areas?

- Yes
- No
- Potential for improvement
- Willing to develop

8. Does your business use recaptured rain water for landscaped areas?

- Yes
- No
- Potential for improvement
- Willing to develop

### C. Transportation

1. Does your office support and promote public transport, walking, cycling and car sharing in travel to, from and at work?

- Yes
- No
- Potential for improvement
- Willing to develop

2. Has your company purchased fuel-efficient or hybrid vehicles for company business?

- Yes
- No
- Potential for improvement
- Willing to develop

3. Has your company considered the purchase of bio-diesel fuel (especially for trucks and heavy equipment)?

- Yes
- No
- Potential for Improvement
- Willing to Develop
- Not Applicable

4. Has your company considered the purchase of ethanol fuel for gasoline-powered vehicles?

- Yes
- No
- Potential for improvement
- Willing to develop

#### **D. Purchasing**

1. When purchasing from suppliers, do you request that suppliers do any of the following when providing goods? (Select all that apply):
  - Reduce the amount of packaging they supply
  - Take back their packaging
  - Use reusable boxes, containers and wrapping
  - Provide office equipment that can use recycled paper and cartridges
  - Provide products in bulk
2. Do you routinely survey the marketplace for durable goods with high recycled content?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop
3. When purchasing goods, do you ever consider locally manufactured and produced materials?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop

4. Do you seek to purchase recycled paper for your printed communications?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop

#### **E. Litter Prevention and Beautification Efforts**

1. Does your organization currently provide trash receptacles at key transition areas of the company?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop
2. Does your organization currently provide a designated area for smoking?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop
3. If so, does the company provide cigarette receptacles for employees and customers at key transitional points?
  - Yes
  - No
  - Potential for improvement
  - Willing to develop
4. Is there a group of volunteer employees in your organization willing to Adopt-a-Spot in the area of your business to provide

clean-up activities and/or beautification efforts?

- Yes
- No

5. Have you considered adding tree canopy to the property of your business?

- Yes
- No
- Potential for improvement
- Willing to develop

6. Have you considered providing outdoor community space, such as benches, walkways, porches, etc. at your business?

- Yes
- No
- Potential for improvement
- Willing to develop

## II. Sustainability and Your Organization

**A. What do you see as the most critical sustainability opportunities for your organization? (Select all that apply.)**

- Reducing energy or resource use
- Reducing waste
- Cleaner production
- Improving corporate governance
- Improving or protecting the company's reputation
- Meeting environmental regulations
- More accountability to stakeholders
- Other (please specify)

**B. On a scale of 1 to 4 (1 – not a factor, 2 – unlikely, 3 – may be considered, 4 – definitely), what factors would drive your organization to invest in sustainability?**

Responding to changes in legislation  
1            2            3            4

Pressure and demands  
1            2            3            4

Increased financial returns  
1            2            3            4

Pressure from suppliers  
1            2            3            4

Corporate risk management  
1            2            3            4

Values-based corporate decision “the right thing to do”  
1            2            3            4

Other \_\_\_\_\_  
1            2            3            4

**C. How well do you feel you understand the business opportunities created by sustainability?**

- Not at all
- Limited
- Moderately
- Extensively
- Not Sure

**D. Would you be willing to discuss sustainability opportunities with a representative of the *Roanoke Business Environmental Leadership Coalition*?**

- Yes
- No