

GREEN OFFICE ENVIRONMENTAL ASSESSMENT

Introduction

This Green Office Environmental Assessment has been developed to be as easy-to-follow as possible. While the main aim of the assessment is to gather data on environmental performance and awareness at Swinburne University, it also provides information regarding environmental issues and initiatives at the University.

PART ONE: Walk-Through Survey

NB: Be sure to print these assessment forms double-sided or on once-used paper.

Attach this survey to a clipboard and walk through your department making observations as directed by the questions. The size of the area you cover is up to you and your own time constraints – to make the results meaningful, please try to survey an area that includes between **five to ten different offices and at least one kitchenette or lunchroom.**

The best time to conduct this survey would be early in the morning or later in the afternoon, when less people are around for you to disturb (and vice-versa!). When looking into occupied offices, be sure to ask for permission first. Let interested colleagues know that you are conducting a Green Office Environmental Assessment as part of your role as a Swinburne Green Office Representative.

PART TWO: Interviews

NB. To save paper, please use the same copy of the interview questions for every interview – the answer boxes have been designed to accommodate this.

This section has been split into two components:

- An **interview with the purchasing officer** that will ascertain the level of environmentally preferred purchasing in your department. If your purchasing officer is too busy when first approached, make a time to meet later. Again, be sure to inform them that this is part of a Green Office Environmental Assessment conducted by the Swinburne Green Office Program.
- A series of **one-to-one interviews with your colleagues** that determines their level of awareness of, and participation in, environmentally sustainable office practices. Each interview should not take more than five minutes per person. Each section of the one-to-one interview questionnaire is therefore linked with relevant Green Office Themes, which you can use to answer any questions.

Table 1: Suggested sample size

The number of people that you will need to interview depends on the total number within your department (see Table 1). Make an appointment with each of your colleagues for the interview – during lunch may be the best time.

Dept/Section size	Suggested sample size
5	5
12	7
16 - 20	8
25 - 35	9
40 - 55	10
70 - 100	11

These assessments are an excellent opportunity to answer people’s questions on environmental issues and initiatives at Swinburne University, and to give them information and extra resources. Each section of the one-to-one interview is linked with relevant Green Office Themes, which you can use to answer any questions.

Thank you for your help and efforts!

If you have any questions, do not hesitate to get in contact with us at the Green Office Program (**Monique Bayer ext: 4692**)

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Part One: [Walk-Through Survey](#)

Date:		Campus:	
Assessor:		Building:	
No. of Staff in Department:		Level/Floor:	
Department:			

(Tick Yes or No)

QUESTION		YES	NO
Recycling	1. Does your department have a cardboard recycling program?		
	2. Does your department have a bottle and can recycling program?		
	3. Does your department have a paper recycling program?		
	4. Does your department have a used printer cartridge recycling program?		
	5. To your knowledge, has your department recently (within the last two years) been involved in recycling old IT equipment ?		
Green Kitchens	6. Are durable crockery and cutlery available for internal use?		
	7. Are durable crockery and cutlery available for use by guests to your department?		
	8. Is there a 'Wet-line' sticker above the sink in your departmental kitchenettes (this sticker gives a number to contact if a tap is leaking)?		

(Tick Approximate Percentage (survey 5 to 10 offices))

Question	Approximate %					
Energy Use	1. Approximately what percentage of offices has energy save stickers on light switches?	0 - 20%	20 - 40%	40 - 60%	60 - 80%	80+ %
Energy Use	2. Approximately what percentage of offices have active computer monitors (the screen open or a screen saver) with no-one working at them?	0 - 20%	20 - 40%	40 - 60%	60 - 80%	80+ %

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Part One: **Walk-Through Survey** (continued)

(Enter the Amount (survey 5 to 10 offices))

Question		How many do?	How many don't?
Re-use and Recycle	1. How many staff members have a paper recycling box at their desk?		
	2. How many staff members have once-used paper trays at their desks?		
	3. How many staff members have either once-used paper or recyclable paper in their office waste bins ?		
	4. How many staff members have bottles and cans in their office waste bins ?		

Part Two: **Interviews**

Interview with **Purchasing Officer**

(Enter Appropriate Answer)

1. How many reams of **environmentally preferred paper** (e.g. Evolve Business or Renew 100) were purchased by your department last year? (Feb 2004 - Feb 2005)

(Total number of reams)

2. How many reams of **environmentally unfriendly paper** (e.g. Reflex) were purchased by your department last year? (Feb 2004 - Feb 2005)

(Total number of reams)

3. Does your department purchase **remanufactured** or **recycled printer cartridges**?

Yes/No

4. Does your department purchase **environmentally preferred facial tissues**?

Yes/No

5. If your department purchases **disposable plates, cups and cutlery**, are these environmentally preferred (i.e. VISY Closed Loop products)?

Yes/No

To find out more about Environmentally Friendly Purchasing for your department, please check out the link below for guidelines for environmentally preferred products that are available for purchase through the Boise Office Solutions.

<http://www.boise.com.au/index.jsp?menu=1&submenu=6#>

Conclude your interview by giving your purchasing officer a copy of the guidelines.

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Part Two: Interviews (continued)

One-to-One Interviews

Use this copy for ALL interviews, i.e. each tick box should have multiple ticks. Tick each box depending on answers, and then add ticks to obtain totals for each answer.

ENVIRONMENTALLY PREFERRED PRODUCTS

	Yes	No	
1. Do you know whether environmentally responsible paper is available for use in your department? (Renew 100 or Evolve)			
Totals			
	Always	Sometimes	Never
2. Do you use environmentally responsible Stationary?			
Totals			

GREEN KITCHENS

	Always	Sometimes	Never
3. Do you use durable (i.e. non-disposable) crockery and cutlery while in the office?			
Totals			
	Always	Sometimes	Never
4. Do you try to conserve water and report leaking taps to maintenance?			
Totals			

PAPER: REDUCE AND RE-USE

	Yes	No	
5. Do you know how to double-side and copy 2 pages to 1 sheet when photocopying?			
Totals			
	Always	Sometimes	Never
6. Do you actually double-side and copy 2 pages to 1 sheet when photocopying?			
Totals			
	Always	Sometimes	Never
7. Do you avoid printing emails unless absolutely necessary?			
Totals			
	Always	Sometimes	Never
8. When printing emails or drafts, do you print on once-used paper?			
Totals			
	Always	Sometimes	Never
9. Do you have a tray for collection of once-used paper for re-use?			
Totals			

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ENERGY USE

10. Do you adjust your power management settings to 'turn off monitor' if it is not in use for more than fifteen minutes (not with a screen saver, rather set to "blank" or "none")?	Yes	No	
Totals			
11. Do you turn off your computer and monitor when leaving the office at night or your monitor off when absent for more than 30 minutes?	Always	Sometimes	Never
Totals			
12. Do you turn lights off if you will be absent for more than 30 minutes?	Always	Sometimes	Never
Totals			
13. Do you turn off electrical equipment (printers, photocopiers etc) if you are the last person to leave the office at night?	Always	Sometimes	Never
Totals			

RECYCLING

14. Do you know where the paper recycling bin or box is in your department and do you use it?	Yes	No	
Totals			
15. Do you dispose of cardboard in the designated cardboard recycling bins?	Always	Sometimes	Never
Totals			
16. Are you aware that printer cartridges can be recycled in your department?	Yes	No	
Totals			
17. Do you know where the recycling bins for bottles and cans in your department are and do you use it?	Always	Sometimes	Never
Totals			

Congratulations on completing your Department's Green Office Environmental Assessment!

Thanks again for your help and efforts.

Please staple together and send a copy of your results by internal mail to The Green Office Rep, W91

Please keep the original for your own records.