

OFFICE

QUICK GREEN CHECKLIST



Eco-tourist expectations reflect a greener part of the tourism spectrum, naturally. This guide helps ecotourism destinations and services operators quickly judge how green their operations appear to these discerning customers. We have included indicators to help you prioritize – green flags identify visible signs of green operations and dollar signs indicate relative investment to make a change.



A green flag item indicates something that would be obvious to an ardent ecotourist. Think of these like putting out the clock your mother-in-law got you before she visits.

Dollar signs on the right side of checklist show the expected costs from least to most costly:




\$ = least costly / \$\$\$\$ = most costly






Items arranged from easy and most obvious to less easy and less obvious.

The most valuable client is one with whom you have a positive relationship – one who enjoys sharing the experience you offer and tells others. Besides this guide, we offer sample language you can use to build that relationship through a call to action. One note about hanging up the towels just is not enough.

Certifications are available for businesses that save big on water, energy, and operating costs and for demonstrating commitment to sustainable operation to your guests. You can find certifications for businesses [here](#).

An * on the list below indicates additional information for education is available.

QUICK OFFICE CHECKLIST			
PURCHASING:		INFORMATION	COST:
	<input type="checkbox"/> Purchase eco-friendly office supplies. The easiest way to do this is to check for environmental certifications like Green Seal .	What?	\$\$
	<input type="checkbox"/> Purchase environmentally friendly paper that is FSC certified.	What?	\$\$
	<input type="checkbox"/> Shift your business purchases to support local vendors.	Why? Infographic	\$\$
	<input type="checkbox"/> Purchase Energy Star when choosing office equipment.	Where and What?	\$\$\$
OFFICE POLICIES:			
	<input type="checkbox"/> Track energy use, water use, and waste, with Energy Star Portfolio Manager. Post your score.	Why, What, & How?	\$
	<input type="checkbox"/> All meetings are “Green Meetings”.	What & How?	\$
	<input type="checkbox"/> Set a company policy that disallows the use of screen savers. Instead, set monitors to sleep mode.		\$
	<input type="checkbox"/> Set up an environmentally preferable purchasing policy for your business. Having clear guidelines in place that outline, what you can purchase and what you cannot, will ensure that your purchases align with your business values. *[1]	Why & How?	\$\$
	<input type="checkbox"/> Any events are “Green Events”. Offer a green meeting rider on contracts for space rental.	How? Example.	\$\$
OFFICE KITCHEN:			
	<input type="checkbox"/> Replace all disposable products in the staff kitchen, including plates, cups, and utensils, and use reusable items instead.		\$\$
	<input type="checkbox"/> Make sure cleaning products have the Green Seal or EcoLogo certification.	Green Seal EcoLogo Why?	\$
	<input type="checkbox"/> Have a compost bin for food waste in the kitchen.		\$
EMPLOYEE & CUSTOMER ENGAGEMENT:			
	<input type="checkbox"/> Provide training for your employees on sustainability.	Why? Resources.	\$
	<input type="checkbox"/> Encourage eco-friendly transportation. Offer incentives to employees for carpooling, public transportation use, and/or have parking spots for hybrids/electric cars.		\$

<input type="checkbox"/>	Have “Green” tips for customers.	Examples.	\$
INTERIOR ENERGY USE: *[2]		INFORMATION	COST:
	<input type="checkbox"/> Run the air conditioning and heating a little less. During the winter, set the thermostat at 68 degrees and no lower than 78 degrees during the summer.		\$
	<input type="checkbox"/> Ensure all lighting is energy efficient lighting.	Why?	\$\$
	<input type="checkbox"/> Use the energy-saver settings on all applicable electronics.		\$
	<input type="checkbox"/> Reminders above light switches to turn off lights.	Pinterest examples / Others	\$
	<input type="checkbox"/> Install occupancy sensors for low traffic areas like closets, storage, private offices, break rooms, and other frequently unoccupied spaces.		\$\$
INTERIOR WATER USE:		INFORMATION	COST:
	<input type="checkbox"/> Water fixtures are WaterSense labeled equipment and meet WaterSense standards. <ul style="list-style-type: none"> Faucets/faucet aerators: 1.5 GPM or less Toilets: 1.28 GPF or less 	What and Why? What and Why?	\$\$\$
	<input type="checkbox"/> Visible reminders to conserve water in the bathroom, kitchen, etc.	Examples.	\$
INTERIOR WASTE:			
	<input type="checkbox"/> Practice double-sided printing when possible. Set printers to double-sided by default.	How?	\$
	<input type="checkbox"/> Employee facing recycling bins in office and other work areas.		\$
	<input type="checkbox"/> Set up proper signage for each waste, recycling, and compost receptacle and staple samples of items to show which bin it should go into. The added visual element will help people to sort things properly.	Why? Examples.	\$
	<input type="checkbox"/> Compost facility on-site, or at an off-site facility, for food and yard waste.	Why, What, and How?	\$\$
	<input type="checkbox"/> Chickens have advantages over compost.	Why?	\$\$

Additional Information

[1] – Responsible purchasing guides with a variety of sample policies specifically addressing a product category can be found [here](#).

[2] – Some more energy savings tips for small businesses from [Energy Star](#). Also from Energy Star, click [here](#) for more information regarding energy saving tips for individuals in the workplace.