



Level One Green Office Certification Agreement

Name: _____

Name of department/program requesting certification: _____

Energy Conservation												
Yes	No	N/A	Agreement									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will make a conscious effort to turn off all lights when not in use during office hours and at the end of the day. This includes my office area as well as common areas such as restrooms, break rooms, conference rooms, and storage areas.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If I notice any maintenance issues such as lighting controls that are not functioning properly, leaking toilets, etc. I will contact the Work Order Desk at (256) 824-6490. If issues remain unresolved, contact UAHuntsville Energy Manager at (256) 824-6242 or vanessa.ennis@uah.edu .									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>I will not use individual space heaters, open windows in winter, or plug air conditioning/heating vents to adjust room temperatures. If space temperatures are outside of the energy guidelines, I will notify the Work Order desk (256) 824-6490 or by completing the form at http://facilities.uah.edu/wodesk. Energy guidelines are:</p> <table border="1" data-bbox="479 1155 1380 1333"> <tr> <td>Summer (air conditioning)</td> <td colspan="2">Winter (heating)</td> </tr> <tr> <td>Occupied Space</td> <td>74-76 degrees F</td> <td>69-71 degrees F</td> </tr> <tr> <td>Unoccupied Space</td> <td>85 degrees F</td> <td>55 degrees F</td> </tr> </table>	Summer (air conditioning)	Winter (heating)		Occupied Space	74-76 degrees F	69-71 degrees F	Unoccupied Space	85 degrees F	55 degrees F
Summer (air conditioning)	Winter (heating)											
Occupied Space	74-76 degrees F	69-71 degrees F										
Unoccupied Space	85 degrees F	55 degrees F										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will turn off my computer monitor(s) and manually send my computer(s) into stand-by or hibernate or turn off when not in use.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will enable power management settings on my computer(s). (Contact your network administrator for assistance.)									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will register any "open loop" water cooling systems with the UAHuntsville Energy Manager. (In an open loop system, water used to cool a process goes into a drain rather than being circulated and reused.)									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If thermostats are manually controlled, I will make sure settings comply with the UAHuntsville energy guidelines.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All new appliances, equipment, computers, etc. purchased in this department will be ENERGY STAR certified. (If you need help, contact the Energy Manager.)									



Take Charge
Go GREEN!

Level One Green Office Certification Agreement (Continued)

Recycling/Waste Reduction			
Yes	No	N/A	Agreement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	My office has a desk-side recycling bin.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I am aware of proper UAHuntsville recycling practices.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will contact Shipping & Receiving at (256) 824-6315 when disposing of office furniture and equipment to see if it can be salvaged and reused elsewhere.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Before purchasing new furniture, check with Shipping and Receiving to see if any surplus items can be reused instead.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will use two sided printing and copying whenever possible.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Any newsletters are offered in electronic version, and print copies are reduced as much as possible.



Take Charge
Go GREEN!