



Level Three 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 by completing the form at http://facilities.uah.edu/wodesk. Energy guidelines are:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Summer (air conditioning)</th> <th colspan="2">Winter (heating)</th> </tr> </thead> <tbody> <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> </tbody> </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 Office. (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.									



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Level Three Green Office Certification Agreement (Continued)

Energy Conservation Continued			
Yes	No	N/A	Agreement
<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.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Our department has designated one individual to turn off lights, check/setback thermostats, and turn off any equipment in common spaces (printers/copiers, etc.) at the end of the day. If this person plans to be out, he/she will designate someone to do this. List individual's name: _____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Our department has added reminders at light switches to turn off lights when not in use, if applicable.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Our department has labeled manual thermostats with acceptable temperature settings, if applicable.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Our department has enabled sleep mode to all copiers and printers after five minutes of inactivity
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will use stairs instead of elevator when able
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will use compact fluorescent or LED lamps in all office lamps and task lighting.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Our department has examined networked printers and other electronic devices to see if they can be consolidated.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Office equipment, microwaves, coffee makers, and other small appliances are disconnected using power strips or unplugging at the end of the day.

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.



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Level Three Green Office Certification Agreement
(Continued)

Recycling/Waste Reduction (Continued)			
Yes	No	N/A	Agreement
<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.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I will recycle toner cartridges in my office. (Call (256) 824-6315 for pickup.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	My department will eliminate plastic bottled beverages at office events by using aluminum cans or reusable drink containers.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	My department will use recycling bins at events and meetings sponsored by my department.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Two sided printing and copying is set as a default on office computers.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Copy machines are labeled to remind users to print on both sides of page.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	At least one recycling collection bin is available for small electronic waste: batteries, cell phones, PDAs, etc. in my department.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I use the pdf copier option rather than printing when possible.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have contacted publishers to reduce junk mail.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	My department requests that all materials printed from an outside source have at least 30 percent recycled content when budgets allow.



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