

MAVERICK OFFICE GREEN TEAM SELF AUDIT

Department _____ Name _____ E-mail _____

Thank you for being a Maverick Office Green Team. We are interested in finding out how your department is continuing to pursue your green initiatives.

Statement	Completed	Not Completed	If Not Completed, Why
Overall our department is embracing our green initiatives and doing their part to be more green.			
Recycling			
Recycle Printer Cartridges.			
Have Recycling Containers in Office Suite.			
Recycle Cell Phones, Batteries, E-Waste, etc.			
Reduce/Reuse			
Reduced Paper Consumption			
Utilize Central Printing Instead of Single Printer.			
Removed Trashcans from Individual Offices.			
Reduced Transportation Emissions.			
Reduced Office Supply Consumption.			
Use only reusable cups/mugs instead of disposables.			
Purchasing			
Purchasing Recycled Content Paper.			
Purchasing Energy Star Equipment.			
Purchasing Recycled Content Office Supplies.			
Energy Conservation			
Removed all Single Office Refrigerators from Suite.			
Encourage Faculty/Staff to Turn Off Lights When Leave Office.			
All PC's are plugged into dedicated power strips.			
Other			
Organized at least one green event annually.			
Office Composting.			
Utilize Plants in Offices			
Green Team Attend at Least One Education Session			
Green Team Volunteer in at Least 2 Events			
Notify Department About Sustainability Policies			
Additional Comments:			