

## Welcome to the CSUB Green Office (GO) Program!

### Our Mission

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Our mission is to create more environmentally sustainable workspaces on campus while simultaneously educating our campus community on the importance of environmental sustainability. Our program is aligned with our University's commitment to reducing carbon emissions and greenhouse gasses.

### About Our Program

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The GO program rates individual offices based on daily practices involving energy conservation, waste reduction, and recycling. Using our GO checklist, individuals can earn one of five different levels of certification. Offices can earn Green, Bronze, Silver, Gold, Platinum rank, depending on how many points are earned. Once certified, participants will receive a certificate/plaque which can be displayed in their office.

The Green Office Certification program was created through a partnership between the CSUB sustainability initiative, the Office of the President, and the CSUB Facilities Management, in order to raise awareness, educate, and provide measurable guidelines for greening the office environment.

### Why?

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Want to save money? A business can achieve savings in energy costs through recycling, energy conservation, energy-efficient office equipment, and water-saving devices, which all will save money by cutting bills.

Want to make the world a better place? Implementing green practices into your office can help improve both air and water quality, and protect ecosystems and biodiversity.

Want to live healthier? Green building isn't just good for the environment; it's also good for YOU. According to a 2006 study by the Center of the Built Environment, University of California, green office buildings improve productivity and employee satisfaction in the workplace.

### Did you know!

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- A car driver switching to the train or bus to travel to work may cut their pollution by 90%
- Recycling a stack of newspapers just three feet high can save an entire tree.
- Each cartridge thrown into landfill can take up to 1000 years to decompose
- Every day in the U.S., we produce enough trash to equal the weight of the Empire State Building
- A photocopier left on overnight uses enough energy to produce over 1500 copies.
- Only 5% of the power drawn by a phone charger is used to charge the phone. The other 95% is wasted when it is left plugged in.
- Reducing your PC monitor brightness from 100% to 70% can save up to 20% of the energy the monitor uses.

## How to Apply

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If you are interested in becoming a Green Office partner at CSU Bakersfield, follow these steps!

### Phase 1

1. Download the GO Partnership form by [clicking here](#)
2. Fill out the form & return to the GO Team ( [org-green-offices@csub.edu](mailto:org-green-offices@csub.edu) )
3. The GO team will contact your GO Leader to schedule your pre-audit.
4. Begin Step 2 AFTER your pre-audit is complete.

### Phase 2

1. Download the GO Checklist & start making some green changes to your office! When you're ready, calculate how many points your office has earned and total it at the bottom of the form.
2. Email the completed form to the GO Team ( [org-green-offices@csub.edu](mailto:org-green-offices@csub.edu) )
3. The GO team will contact you to schedule your Semester audit.

### Phase 3

1. CSUB Green Offices team will contact you once your audit and new rank have been processed, and deliver your recognition/reward. Until the end of the GO cycle, make sure you maintain your green practices, and reach out to the GO team if you have any questions!

\*Remember: There is no deadline, you go at your own pace!

## Audit "Green Review"

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### "First look" (Occurs only once)

After you submit your partnership form to the GO team, we will contact you to schedule your first office audit. The pre-audit is designed to help determine your office's initial status, but will not be counted towards a rank. This audit will take approximately 10-20 minutes (depending on the size of your office/facility), and will consist of a walkthrough with one of your department staff. The pre-audit only occurs once for the duration of your participation with our program.

### Semester Review (Occurs once a semester)

The semester review will be to determine your Green Office ranking. This review will take approximately 10-20 minutes, as we perform a walkthrough of your office or facility. Our team may ask to see how your office has fulfilled requirements on your GO checklist, ask questions, or give suggestions. Following the second audit, we will take approximately 1-2 weeks to process your review and grant your new rank!



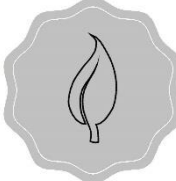


## GO Cycle

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A GO Cycle is the equivalent to one academic semester at CSU Bakersfield. Your office's GO Rank lasts one GO cycle (1 semester). At the beginning of each semester, participating offices will be contacted to schedule their semester audit, which will allow them to renew their current GO rank, or potentially fall into a new rank.

## Ranks & Rewards

The CSUB GO program has five ranks offices can earn. The hierarchy goes as follows:

|                                                                                     | Rank            | Points earned        | Rewards                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|-----------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <b>Green</b>    | <b>5 – 24 points</b> | Digital logo of award for personal website<br>Recognition on Sustainability website                                                                                        |
|    | <b>Bronze</b>   | <b>25-44 points</b>  | Certificate of recognition<br>Digital logo of award for personal website.<br>Recognition on Sustainability website                                                         |
|   | <b>Silver</b>   | <b>45-64 points</b>  | Plaque of Recognition<br>Digital logo of award for personal website<br>Recognition on Sustainability website                                                               |
|  | <b>Gold</b>     | <b>65-84 points</b>  | Plaque of Recognition<br>Digital logo of award for personal website<br>Recognition on Sustainability website<br>Large Gift Basket for Office                               |
|  | <b>Platinum</b> | <b>85-100 points</b> | Plaque of Recognition<br>Digital logo of award for personal website<br>Recognition on Sustainability website<br>Recognition on runner newsletter<br>Lunch Party for office |