

Central Washington University Green Office Certification

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Introduction

University offices and administrative spaces contribute significantly to campus-wide environmental impacts through energy use, waste generation, and unsustainable procurement practices. Despite the increasing awareness of climate change and resource use, there remains a gap in an actionable framework that empowers staff and faculty to implement sustainable practices in daily operations. Central Washington University's Green Office Certification Program is dedicated to promoting sustainable practices in office spaces across the CWU Ellensburg campus. This program fosters a campus environment that is sustainable by encouraging offices to adopt and recognize environmental, social, and economic actions.

Certification Program Overview

- The Green Office Certification Program assists offices in assessing current actions and provides tips for implementation across six categories: **Energy, Transportation, Purchasing, Waste, Participation, and Special Events**. Participating offices are awarded a level of certification based on their earned score. There are a total of 78 different actions across these categories.
- Participating offices fill out the score sheet and submit it to the CWU Sustainability Department. Shortly after submitting it, the Sustainability Department will reach out to the office to verify and to award an office certification rating.
- Offices that participate through the certification program are recognized on the CWU Green Office Certification website, awarded a digital letter of recognition and certificate, and an online digital badge for the participating office's website.

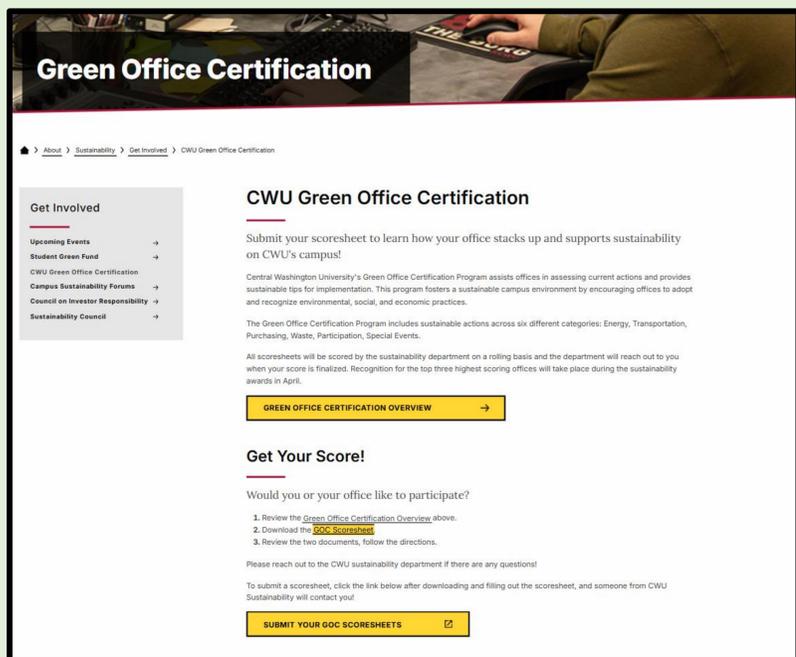


Figure 1. CWU Green Office Certification Webpage

Scoresheet

- The scoresheet is a self-calculating excel sheet that adjusts the users score based on the section of the drop-down menu for a particular action.

Categories	Energy	Waste	Transportation	Participation	Purchasing	Special Events
Points Possible	47	50	22	41	32	15
Office Score	0	0	0	0	0	0

Certification Level	Points Required
Bronze	50-90 points
Silver	91-130 points
Gold	131-160 points
Platinum	161+ points

Figure 2. CWU Green Office Certification score breakdown.

- There is a column called "Why Make a Change?". This column helps inform the user why taking that particular action is important and the impact that it could have on the campus or the planet.
- The "Resources" column assists users who want to implement a particular action, but do not know where to start. This column has contact information and websites to support offices with the implementation of that specific action.

Points Possible	Office Score	% Progress	# of Staff	Net #	Emergency	Participation	Resources	Notes/Comments
1	0	0%	1	0	Total number of employees	Why Make a Change?		
2	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		
3	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		
4	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		
5	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		
6	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		
7	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		
8	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		
9	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		
10	0	0%	0	0	Number of staff who have completed CPR First Aid training	Why Make a Change?		

Figure 3. Overview of the "Participation" Category in the CWU Green Office Certification.

Summary

- The Green Office Certification Program assists offices in assessing current actions and provides tips for implementation across various categories.
- This program benefits the environment and supports a culture of stewardship among the CWU community.
- This program creates a friendly, competitive environment that drives offices to new sustainable heights. The Green Office Certification program contributes to the CWU Climate Action Plan as well as contributing to CWU's AASHE STARS rating (Association for the Advancement of Sustainability in Higher Education Sustainability Tracking, Assessment & Rating System).



Figure 4. CWU Sustainability Department Green Office Certification Promotional Flyer

Acknowledgments

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SDG Goals

This Project Supports UN Sustainable Development Goals:



References

Central Washington University. (2025). *Central Washington University | CWU Green Office Certification*. Cwu.edu. <https://www.cwu.edu/about/sustainability/get-involved/cwu-green-office-certification.php>