



CWU GREEN OFFICE CERTIFICATION

Presented by CWU Sustainability Dept.

Central Washington University's Green Office Certification Program is dedicated to promoting sustainable practices across the CWU Ellensburg campus. This program fosters a sustainable campus environment by encouraging offices to adopt and recognize environmental, social, and economic practices. The Green Office Certification Program assists offices in assessing current actions and provides tips for implementation. Participating offices are awarded a level of certification based on their score earned. This program benefits the environment and supports a culture of stewardship among the university community. Office certifications contribute to the CWU Climate Action Plan and ASHEE stars rating.

The Green Office Certification Program includes sustainable actions across six different categories:

- Energy
- Transportation
- Purchasing
- Waste
- Participation
- Special Events

For the purpose of the program an office can be defined as but is not limited to:

- CWU clerical, managerial, professional, executive business offices, technical support, and other working groups.
- Research and teaching labs.
- Academic department offices.
- Private faculty or graduate student offices associated with a department.

Attached to the scoresheet there is a 12 Actions for Sustainable Events Guide. This is only a guide and is not required to complete the certification. It aims to help your office space think about sustainability beyond the office. Please read and consider implementing any of the actions at events that your department is hosting. The Sustainable Events Guide is an introduction to future initiatives that the CWU sustainability team looks forward to implementing!

Certification Process

1.) Download Scoresheet and Review Categories/Actions:

- The Green office certification scoresheet can be downloaded from the CWU Sustainability web page. Review the six different categories and the actions

listed. Look for actions that you are already doing and one that could be easily implemented! There is a “tips” and a “links” column for all 6 categories. If the action seems difficult or confusing these columns can provide guidance.

- Please feel free to reach out to the CWU sustainability department anytime with questions at jordan.spradlin@cwu.edu or jeffrey.bousson@cwu.edu

2.) **Fill out Scoresheet:**

- Once done reviewing the scoresheet and implementing actions... fill out the scoresheet! This is a completely self-calculating score sheet. There is no need to enter or adjust anything within the scoresheet except for designated areas.
- There is a “Yes/No” column for each category, select the best fitting answer from the drop-down menu. The points for that action should automatically be generated under the “Office score” column. Your office's overall score will be adjusted as progress through the actions is completed.
 - i. There are some actions that you will have to enter a number instead of having a dropdown menu to select from.
- It is **OKAY** if not all actions are completed! Some actions are intentionally difficult to achieve so there is room for improvement and a goal for the next certification.

3.) **Review and Submit:**

- Make sure to review all categories and actions so that they are properly filled out. Once the scoresheet is completed, submit it to the Microsoft forms available in the scoresheet or on the CWU Sustainability website.
- Someone from CWU sustainability will contact you once your scoresheet is finalized.

4.) **Receive Certification:**

- Once your scoresheet has been verified by a member of the CWU sustainability department your office will be an official member of the Green Office Certification Program and receive a certification.
- Certifications range from:
 - i. Bronze 50-69 points
 - ii. Silver 70-99 points
 - iii. Gold 100-130 points
 - iv. Platinum 130+ point

Any and all questions about the program can be answered by the CWU sustainability department. Please feel free to reach out if there are any issues with the scoresheet or if there are concerns about the implementation of certain actions. Assistance in filling out the scoresheet can be provided upon request. Direct contacts for the sustainability department: Jeff Bousson, CWU Sustainability Officer, jeffrey.bousson@cwu.edu; Jordan Spradlin, CWU Sustainability Coordinator, Jordan.Spradlin@cwu.edu;