UC ECO OFFICE

Sustainability Assessment

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

This sustainability assessment form is designed to be completed in preparation for UC Eco Office certification. This document contains two sections, a walk-through survey (1.) and interviews with your purchasing officer (2.1) and staff (2.2).

To conserve paper, please print these assessment forms double-sided or on once-used paper (paper that has already been printed on one side), and use the same copy of the interview questions for each interview. The answer boxes have been designed to accommodate multiple answers, for example:

2.2 How often do you recycle paper?			Totals
	Never	II	2
	Sometimes	IIII III	8
	About half	IIII	4
	Often	IIII IIII	10
	Always	II	2

When you have completed the assessment, send a copy of your results by internal mail to the Sustainability Projects Facilitator, Sustainability Office (Engineering Services). Please keep the original copy for your records. Thank you and good luck!

*Please write N/A If this action is 'not applicable' to your office, or there is a clear barrier to completing this action. State a reason for these responses on the the last page of this form.

Date:	Level:
Eco Office Rep:	Building:
Department:	Campus:
No. Staff in Department:	

1.1 Walk-Through Survey

1. Energy		
1.1 How many rooms have save energy reminder stickers on light switches?	How many do?	
	How many don't?	
1.2 How many desks have computers on (including screen savers) after hours?	How many do?	
	How many don't?	
1.3 How many empty rooms have lights on after hours?	How many do?	
	How many don't?	
1.4 How many pieces of office equipment are left on after hours?	How many are?	
	How many aren't?	

2. Water		
2.1 How many dripping taps in the kitchen and toilet areas?	How many are?	
	How many aren't?	

3. Recycling		
3.1 Does your office have a paper recycling system?	○ No ○ Yes	
3.2 Does your office have a bottle and can recycling system?	○ No ○ Yes	
3.3 Does your office have a printer cartridge recycling system?	○ No ○ Yes	
3.4 Does your office have a cardboard recycling system?	○ No ○ Yes	
3.5 Has your office been involved in any other recycling programs such as e-waste, polystyrene or office furniture in the past six months?	○ No ○ Yes	
3.6 How many staff members have a paper recycling box at their desk?	How many do?	
	How many don't?	

(NB: all UC offices should already have these recycling systems in place)

4. Reuse		
4.1 How many printers and photocopiers have once-used paper trays located nearby?	How many do?	
	How many don't?	
4.2 Is used paper printed on one side reused or bound into notebooks?	○ No ○ Yes	

2.1 Purchasing survey

1. How many reams of environmentally preferred paper were purchased by your department last year? e.g. Forest Stewardship Council (FSC) or recycled paper.	
Total number of reams:	
2. How many reams of other paper were purchased by your department last year?	
Total number of reams:	
3. Does your department purchase remanufactured or recycled printer cartridges?	○ No ○ Yes
5. If your department purchases disposable plates, cups and cutlery, are these environmentally preferred?	○ No ○ Yes
6. Does your department purchase fair trade tea and/or coffee?	○ No ○ Yes
7. Do you know how to search for environmentally preferred products using the online Office Max catalogue?	○ No ○ Yes

You may also like to make a note of the top 5 purchases made by your department and discuss the environmental impact and potential alternatives for each of these with the Sustainability Projects Facilitator.

1 _____

2 _____

3 _____

4 _____

5 _____

2.2 Staff survey

Please introduce yourself, and ask if you could have a few minutes of their time to answer a few questions about sustainability issues in their office. Remember to assure them that they will remain anonymous, and this information will not be linked to any performance management reviews. Please skip any questions that are not applicable to the interviewee or the office.

1. Introduction
1.1 Are there any sustainability issues that require particular attention in your office?

1. Energy			
1.1 Are the power management settings on your computer adjusted to reduce energy usage? (ie. not with a screen saver)			Totals
	Yes		
	No		
1.2 How often do you turn off your computer monitor when you will be absent for more than 30 minutes?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		
1.3 How often do you turn lights off when you will be will be absent for more than 30 minutes?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		
1.4 How often do you turn off your computer when leaving the office at night?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		
1.5 How often do you turn off equipment (printers, photocopiers etc) if you are the last person to leave the office?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

2. Water			
2.1 Do you use hot water only when necessary e.g. washing hands and washing dishes.			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

3. Recycling *Note: please skip any questions for systems which are not available in your office.*			
3.1 Do you know how to recycle paper in your office?			Totals
	Yes		
	No		
3.2 How often do you recycle the paper that you use?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		
3.3 Do you know how to recycle bottles and cans in your office?			Totals
	Yes		
	No		
3.4 How often do you recycle the bottles and cans that you use?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		
3.5 Do you know how to recycle printer cartridges in your office? *Note: if someone else is responsible for this, please skip this question and ask that person later. For more information on how to do this, please visit www.sustain.canterbury.ac.nz/waste/index.shtml#toner_cartridges*			Totals
	Yes		
	No		
3.6 How often do you recycle the printer cartridges that you use?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		
3.7 Do you know how to recycle cardboard in your office?			Totals
	Yes		
	No		

3.8 How often do you recycle the cardboard that you use?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

4. Reuse

4.1 When buying food on campus, how often do you accept plates and cutlery that must be put in the landfill?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

4.2 If you are given compostable plates or cutlery by a campus cafe, how often do you take them home, or to the UC Community Garden and compost them? *NB: these are not accepted in the UC paper, recycling or organics collections at present.*			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

4.3 When buying hot drinks on campus, how often do you use single-use takeaway cups that must be put in the landfill?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

4.4 When buying hot drinks on campus, how often do you have it made in your own mug?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

4.5 How often do you accept a bag (either paper or plastic) when making a purchase on campus?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

5. Paper

5.1 How often do you print/ photocopy documents that are not absolutely necessary? (ie. for legal records)			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

5.2 Do you know how to print/ photocopy on once-used paper (paper that has already been printed on one side)?			Totals
	Yes		
	No		

5.3 How often do you print/ photocopy drafts, notes and internal documents on once-used paper?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

5.4 Do you know how to print/ photocopy double-sided?			Totals
	Yes		
	No		

5.5 How often do you print/ photocopy double-sided?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

5.6 Do you know how to reduce (copy 2 or more pages onto 1 sheet) when printing or photocopying?			Totals
	Yes		
	No		

5.7 How often do you reduce (copy 2 or more pages onto 1 sheet) when printing or photocopying?			Totals
	Never		
	Sometimes		
	About half		
	Often		
	Always		

6. Transport

6.1 How do you mostly get to work?			Totals
	Walk		
	Bike		
	Bus		
	Motorbike		
	Car		
	Other		

Please remember to thank participants again for their time and take their details to follow-up on any questions that you are unable to answer at the time. If they are interested, let them know when the results will be available.

Contact the Sustainability Office:
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Notes, questions and comments

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