

Green Office Survey Tips

GREEN OFFICE PROGRAM



Part One - Walk-Through Survey

- Before undertaking the survey, gain permission to conduct the walkthrough from a manager or supervisor and send an email to colleagues to let them know when the survey will occur.
- Complete questions 1 to 10 on the form, if you are able to, or source answers from co-workers. Then undertake the walk-through survey.
- Organise to conduct the walk-through survey before or after normal work hours in your area so you are not disturbing colleagues.
- If you have a large section or area to survey, choose a smaller sample area within it as a representative survey.
- Organise the walk-through survey to occur for before waste is collected, so you can look at the waste content in bins.
- Organise master keys to gain access to locked areas or to have a supervisor come along with you on the survey if required.
- Use the Energy Audit form to help count the number of lights/computers/ photocopiers etc.
- DO NOT turn off or place stickers on computers or equipment that are not your personal responsibility.

Part Two - Interviews

- Use only one survey form to complete all your interviews or email colleagues the link to the online 1:1 interview survey.
- Set up a time to talk to the purchasing officer or email them with the link to the online survey.
- Email your colleagues with the link to the online survey or let them know that you will be conducting random interviews as part of your role as Green Office Representative and that an interview will take around 5 minutes of their time.
- Be mindful of your colleague's time restraints and respect their ideas during the interview.
- Use this time to answer any questions that your colleagues may have about 'greening' the office or environmental management on campus. If you are not sure of the correct answer, seek clarification from the Green Office Assistant first and let your colleague know you will get back to them with the correct information.

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