Green Office Program

Green Office Survey Help Sheet

Reasons for this help sheet

- It is very important to conduct the surveys correctly so that there is accurate and comparable findings and consistency between surveyors.
- Please follow the protocol below, to ensure results are consistent.
- Be honest with your results – it is tempting to be biased towards your own area. Pretend you are an independent surveyor.

Getting ready to conduct the survey

Preparation:
- Gain permission from your manager before conducting the survey.
- The number of staff interviewed depends on size of office. Look at the table on the front of the survey form to calculate your sample size.
- Some departments are split into two buildings - please try to visit both sections.

Interviews:
- If possible, use the online 1:1 Interview Survey Tool. Simply email the survey link to everyone in your office and the responses will be collected online.
- If you prefer to conduct the interviews in person, use the following tips to guide you:
  - Think about when is the best time to conduct the interviews. Do it when most people are around.
  - When interviewing people - try to get a random selection of staff and postgrads, on different levels of the building.
  - Introduce yourself as a GO Rep. Explain what the program is if they haven’t heard about it.
  - Interviews should be approximately 5 minutes per person.
  - If you have a large sample size to interview, consider doing the interviews in groups of up to 5 people. Bigger groups than 5 people are hard to manage and it is difficult to get honest results from all members.
  - Go to the interviewees; don’t get them to come to you.
  - If someone is busy - find someone else and don’t disturb them.
  - Speak slowly for people who don’t speak English very well.
  - Take a water bottle - your mouth dries up from talking lots.

Recording the Survey:
- If possible, use the online survey tools to enter your survey results.
- If using a paper copy, use only one copy of this survey - make a tally for each person in the boxes. Don’t use a copy per person.
- Be open with what you write down - don’t hide it. Let them see questions and where you put their mark down. Let them compare their behaviour against others’ responses.

Detailed comments about specific questions

**Part One- Walk Through Survey Reduce, Reuse and Recycle (Page 2)**
- This is for the entire office – i.e. does the school provide staff with recycling bins. It is not directed at the individual.
- Question 5 – if you don’t know – ask the IT person.
- Question 7 – i.e. recycling bins in tea rooms.

**Part One- Walk Through Survey Reduce, Reuse and Recycle (Page 3)**
- This is for waste, do this after you have interviewed people – ask them to look in their bins.
- Don’t touch the rubbish, just look and make an estimate.
Write down all the percentages in the boxes. Then use the Walk-Through Survey Tool to calculate the averages.

Use the same sample size as the number of interviews you need to complete.

**Part One – Walk Through Survey – Energy Use (Page 3)**
- Complete this section after hours if possible - early morning or late afternoon.
- An Excel spreadsheet is located on the UQ Sustainability website or do it on a separate piece of paper.
- Look at as many areas in the office as possible – i.e. count all visible computers and lights.
- Make sure you know the difference between off (no light) and power save mode (orange light) - please make sure you distinguish between them.

**Part Two – Purchasing Practices (Page 4)**
- To be conducted as an interview with the Purchasing Officer. If they are busy, ask when is a good time to come back or schedule in a time beforehand.
- If possible, use the online Interview with Purchasing Officer Survey.
- Question 3 – this is a tricky question because electrical appliances are not purchased regularly. Ask if the energy rating would be important when buying a new fridge for example. Also all computers and printers that have power saving mode are energy efficient - therefore if all of them are, then it is 100% purchased. If items have not been purchased for an extended period of time the answer can be N/A.
- Question 4 – these include mechanical pencils, pens with recycled content and recycled envelopes or folders. Have a look in the store cupboard to get an estimate for the percentage of ‘green’ stationery.
- Question 5 – if there is crockery for use, then that is environmentally friendly so it would be 100%. But if there are also plastic cups etc, that decreases the %. If there is no crockery (reusable or disposable), answer N/A.

**Part Two – Interviews with any staff or students from your GO area – Reduce, Reuse and Recycle (Page 5)**
- Answers are always, often sometimes or never, or N/A only for Question 5.
- Question 2 - tell them about the default setting on their computer to make it print double sided automatically.
- Question 3 – talking about scrap paper - if they have writing pads on their desk that means a 'sometimes'.
- Question 6 – talking about crockery instead of using plastic disposable cutlery, cups and plates for lunch.
- Question 8 – this includes mechanical pencils. Have a look on their desk- see if they use normal pens as well – that is ‘sometimes’. A common comment to that question is that our office doesn’t supply refillable pens. Ask your Purchasing Officer if it is possible to order them in.
- Question 9 – if they never have a use for the recycling bin, give an example about recycling, eg. ask if you did have a water bottle or something similar - would you recycle it?

**Part Two – Interviews with any staff or students from your GO area – Energy Use (Page 6)**
- Question 12 – Macs and laptops will be ‘always’ for this question as they automatically turn off.
- Question 15 – re: turning off electrical equipment - if someone says they don't know whether to turn equipment off as other people might need to use the printer – put never. If they are never the last person to leave they can answer N/A.

**Part Two – Interviews with any staff or students from your GO area – Awareness (Page 7)**
- Question 17 – make sure you know what the Environmental Policy is and where to find it – UQ Sustainability website (www.uq.edu.au/sustainability) and in the University’s Handbook of Policies and Procedures (HUPP).
- Question 18 – Have a look at the Environmental Sustainability Report –it’s not dull and long – it is quite interesting - also found on the UQ Sustainability website.
- Question 19 – give some examples of initiatives such as the paper recycling boxes, solar panels, rainwater tanks, the Green Office program etc. If they recognise these, then that is Yes.

**Sending the Completed Survey Form**
- All section of the survey may be completed using online tools
- For paper copies, you can either scan the form and send it to greenoffice@pf.uq.edu.au or
- Copy it and send it via internal mail to the Sustainability Office, Property and Facilities Division, St Lucia campus
- Either way, please remember to keep a copy for your records.