



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.