



Green Office Program – Workplace Survey

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|-------------------------------------|
| Date: |
| Green Office representative: |
| Number of Staff in Office: |
| School/Section of Office: |
| Campus: |
| Building/Level/Floor: |

*This is a print version of online Google forms that are available from the Sustainability Office.

Part One: Walkthrough Survey

Understand what your School/Section already recycles.

| Question Number | Question | Yes/No/NA |
|----------------------|---|-----------|
| 1 | Does School/Section recycle paper? | |
| 2 | Does School/Section recycle cardboard? | |
| 3 | Does School/Section recycle magazines and brochures (glossy paper)? | |
| 4 | Does School/Section recycle toner and ink jet printer cartridges? | |
| 5 | Does School/Section recycle obsolete IT equipment? (including by sale or auction – ask IT department if unsure) | |
| 6 | Does School/Section recycle mobile phones? | |
| 7 | Does School/Section recycle glass, plastics and aluminium cans? | |
| 8 | Are durable or environmentally preferred plates, cups and cutlery available for staff and guest use? | |
| 9 | Does School/Section use disposable (plastic or Styrofoam) cups/cutlery? | |
| 10 | Are there awareness posters/stickers for recycling, energy and water awareness visible throughout the office? | |
| Additional comments: | | |



Complete end of day – if surveying individual bins as well as central bins, ask for permission first.

***Take care not to handle the rubbish**

| Question Number | Question | % |
|----------------------|--|---|
| 11 | Percent of paper in the general waste bins? | |
| 12 | Percent of paper in paper recycling bins that has been used on both sides? | |
| 13 | Percent of paper in the general waste bins? | |
| 14 | Percent of recyclables (e.g. cans, bottles, paper, cardboard, cartons and plastic containers) in the general waste bins? | |
| 15 | Percent of non-recyclables* in co-mingled recycling bins? (*May include paper towels, soft plastic, rubber bands) | |
| Additional comments: | | |

Workstation energy use after hours. Complete after hours.

***No light is off, while power saver mode has an orange light. Double check this before surveying.**

| Question Number | Question | Total No. | No. off | No. on Power save |
|-----------------|--|-----------|---------|-------------------|
| 16a | Does your office have automatic lighting throughout? (If yes, go to question 17) | | | |
| 16b | What is the total number of manually controlled lights? | | | |
| 16c | What is the number of manual lights still switched on after hours? | | | |
| 17a | Total number of hard drives? | | | |
| 17b | Total number of hard drives switched on after hours? | | | |
| 17c | Total number of hard drives in power saver mode? | | | |
| 18a | Total number of monitors? | | | |
| 18b | Total number of monitors switched on after hours? | | | |
| 18c | Total number of monitors on power saver mode? | | | |
| 19a | Total number of printers? | | | |



| | | | | |
|----------------------|---|--|--|--|
| 19b | Total number of printers switched on after hours? | | | |
| 19c | Total number of printers on power saver mode? | | | |
| 20a | Total number of kitchen appliances in surveyed area? | | | |
| 20b | Total number of appliances switched on after hours (Don't include appliances like fridges or water boilers) | | | |
| Additional comments: | | | | |

Bonus Points: Does your office undertake any of these environmental initiatives:

Lights off in daylight hours, water saving measures, using fans and windows, composting food scraps?

Answer:

Part Two: Purchasing Practices

If environmental purchasing is undertaken in office. **Conduct interview with Purchasing Officer.**

| Question Number | Question | Yes/No/NA | % Purchased |
|----------------------|--|-----------|-------------|
| 1 | Does your School/Section purchase environmentally preferred paper? (e.g. Carbon Neutral, Australian Paper 80% or 10%, Evolve 100%, Reflex 35%, Carbon Neutral) | | |
| 2 | Does your School/Section purchase remanufactured or recycled printer cartridges? | | |
| 3 | Does your School/Section consider energy efficiency when purchasing equipment and whitegoods? | | |
| 4 | Does your School/Section purchase environmentally preferred stationery? (e.g. Refillable pens, pencils, markers, recycled folders, reusable envelopes) | | |
| 5 | Does your School/Section purchase environmentally preferred plates, cups and cutlery? | | |
| Additional comments: | | | |



Part Three: 1-to-1 Interviews

Use table below for **all** 1:1 interviews – put tallies in response answer boxes beside each question.

For overall environmental awareness in the office

| Question Number | Question | Always, whenever possible | Often | Some-times | Never | N/A |
|-----------------|---|---------------------------|-------|------------|-------|-----|
| 1 | Do you minimise printing wherever possible? | | | | | |
| 2 | Do you print double-sided and copy 2 pages to 1 sheet? | | | | | |
| 3 | Do you reuse once used paper? | | | | | |
| 4 | Do you use reusable plates, cups and cutlery while at work? | | | | | |
| 5 | When buying coffee/ takeaway, do you use a reusable container? | | | | | |
| 6 | Do you dispose of paper in the designated bin? | | | | | |
| 7 | Do you flatten and dispose of cardboard in the designated bin? | | | | | |
| 8 | Do you use environmentally preferred stationary? | | | | | |
| 9 | Do you use the glass, aluminium and plastics recycling bin? | | | | | |
| 10 | Does your monitor go to sleep if not used within 10 minutes? *this does not include using a screen saver | | | | | |
| 11 | Do you turn off your computer monitor/screen when leaving the office at night? | | | | | |
| 12 | Do you turn off your computer hard drive when leaving the office at night? | | | | | |
| 13 | If your office has any manually controlled lighting, do you turn off lights if you know an area will be | | | | | |



| | | | | | | | |
|----------------------|--|--|--|--|--|--|--|
| | unattended for more than 30 minutes? | | | | | | |
| 14 | Do you turn off electrical equipment (printers, copiers etc) if you are the last person to leave the office at night? | | | | | | |
| 15 | Are you aware of UQ's Sustainability website at www.uq.edu.au/sustainability/ ? | | | | | | |
| 16 | Are you aware that you can send feedback via sustainability@uq.edu.au ? | | | | | | |
| 17 | Are you aware that the university has a Sustainability Policy, Environmental Policy and Sustainability Strategy, and do you know where to find them? | | | | | | |
| 18 | Have you read the University of Queensland's Annual Green Office Report? | | | | | | |
| 19 | Are you aware of UQ Sustainability initiatives? (Solar panels, rainwater tanks, etc.) | | | | | | |
| 20 | Do you make use of sustainable transport methods to travel to UQ? | | | | | | |
| Additional comments: | | | | | | | |

Feedback on the 1:1 Interviews:

Once Green Office survey is completed, keep a copy for your own records and email the results to greenoffice@pf.uq.edu.au

*This survey is adapted from the Monash Green Office Program [Issue no. 11, issue date July 2020]