

Sustainable Creighton Office Certificate Action List

To qualify for the Sustainable Creighton Office Certificate, your office team members must complete a minimum of 16 actions with at least one action from each of the eight required categories listed.

Engagement (Minimum of One Required)

Information is communicated about office/departmental environmental policies and goals during new-hire team orientation.

Include sustainability updates, tips, etc. at every department meeting.

At least 50% of the office has attended at least one sustainability-focused event during the current academic year. (Examples: Earth Month events, sustainability speaker/presentation.)

Host an office book reading or podcast listening group that addresses climate change or a UN Sustainable Development Goal. (Examples: Ministry for the Future, Stanley Kim Robinson; Universities on Fire, Bryan Alexander; Climate Justice, Mary Robinson; Braiding Sweetgrass, Robin Wall Kimmerer)

Printing (Minimum of One Required)

Set default for printing to faculty/staff secure, black/white, double-sided, and narrow margins.

Keep a scrap paper pile.

Utilize shared drives and work on drafts electronically using a tool such as Track Changes.

Convert agendas, advertisements, invitations, and programs to paperless/digital. (Example: QR code)

Utilize one shared printer/no individual printers.

Utilize Bluejay Print and Post for large printing projects.

The office conducts zero-paper meetings by using whiteboards, laptops, tablets, etc. to manage and share information.

Office Area (Minimum of One Required)

Use reusable dishes, containers, water bottles, and utensils rather than single-use products; have extra mugs for guests.

Eliminate single-use K-cups.

Use a compost bin to collect organic scraps (extra food, coffee grounds, napkins, paper towels, and compostable service ware) and take to a compost bin along Skinner Mall.

Have reusable bags in the office for shopping or food trips.

Plants maintained in office (if natural light is available) to improve mood and air quality.

Post appropriate signage for waste diversion and energy conservation to serve as reminders for team.

Waste Reduction (Minimum of One Required)

Ensure office has at least one recycle bin with appropriate recycling guidelines displayed near bin.

Break down large, corrugated boxes and dispose in gaylords. (Gaylords are typically located on the first floor or on the building's dock --- Creighton Hall, School of Dentistry, Harper, Brandeis, Criss, Ryan Center, Reinert Alumni Library, Boyne, Cardiac Center, McGloin, Old Gym, Bluejay Print & Post, Facilities Management)

Electronic waste (computers, laptops, office phones, etc.) are properly disposed of by contacting Electronic Equipment Disposal | Division of Information Technology.

Designated area for sharing office supplies (folders, binders, pens, stapler, scissors, etc.); check with others before ordering new supplies; hold an annual office clean out day/swap to promote reuse.

Recycle glass at community recycling drop off located on campus at 17th & Burt Streets (Omaha campus) or community Eco-Station (Phoenix) .

TerraCycle hard to recycle items.

Department/division events are super low-waste and follow the Sustainable Creighton Green Event Guide.

Minimize unwanted mail by removing address from unnecessary or out-of-date mailing lists.

Use compostable or recyclable products when reusable is not an option.

Electronics & Energy Efficiency (Minimum of One Required)

Properly shut down computers and shut off monitors at the end of the workday.

Put computers to sleep when away from desk for more than two minutes.

Lights are turned off when rooms are unoccupied including kitchens and conference rooms.

Personal desk lamps or floor lamps use energy efficient light bulbs (CFLs, LEDs) instead of incandescent light bulbs.

Appliances (microwave, coffee maker) and other electronic devices (lamps, chargers) are unplugged at night or plugged into power strips which are turned off at night; conduct an energy "power down" before breaks to confirm all non-essential electronics are powered down and unplugged.

Common shared appliances (microwave, refrigerator, coffee machine) --- No individual mini-fridges, coffee makers, or microwaves in individual offices.

Window blinds are adjusted to allow for maximum heat conservation and air conditioning conservation.

Natural lighting or task lighting is used whenever possible instead of turning on overhead lights.

All who are able take the stairs rather than elevator.

Purchasing (Minimum of One Required)

Before purchasing office furniture, check with Facilities Management/Interior Design to see if there is anything in the storage area which can be rehomed.

Purchase printer paper containing a minimum of 30% recycled content.

Use environmentally preferable dishwashing soap (Seventh Generation, Dawn Pure Essentials, Ecos) and all-purpose cleaners (Green Works, Simple Green, Ecos).

Purchase verified Fair Trade products (coffee, tea) when available.



Transportation (Minimum of One Required)

Minimize travel by using Zoom for meetings and selecting online conferences and webinars.

Telecommuting options are available for members of your team.

Walking, biking, or using campus shuttle to get to and from meetings on campus rather than utilizing a personal automobile.

Scheduling off campus appointments at beginning or end of day.

Innovation (Optional)

Are there additional things your office is doing to support sustainability on campus that were not included on the checklist?

Photo (Required)

Please email a photo of your team in action engaging in sustainability to sustainability@creighton.edu. We may use your photo for social media and other marketing purposes.

