

**FIND OUT HOW GOOD  
YOU REALLY ARE.**



## **GREEN OFFICE PROGRAM** **APPLICATION FORM - SPRING 2014**

Over the past few years, LIU Post has implemented and maintained a variety of green initiatives with the goal of building a culture that embraces sustainability at both a personal and professional level.

This semester, we would like to engage academic and administrative departments in a new **Green Office** pilot program. By participating in this program, your office will promote: recycling, waste reduction, energy conservation, and the use of reusable items.

Each participating office will receive or have access to:

- 1) A Recycling bin for mixed paper and cardboard, which will be situated in a central location.
- 2) A Dasani Bottle Bin to recycle bottles and cans (unless there is already a bin for these purposes)
- 3) A Reusable water bottle for every employee in each Green Office
- 4) A Recycling Resource Guide with information on all of the different things you can recycle on campus (attached).
- 5) A list of Energy Savings Tips (attached).
- 6) A Green e-waste (electronic recycling) Guide (attached).

This information will also be readily available on the LIU Post website at [www.liu.edu/post/green/](http://www.liu.edu/post/green/)

Each participating office will be asked to sign the attached pledge with signatures of all departmental employees. LIU Post already sponsors a variety of friendly recycling competitions for our students. As this program grows, we plan to expand our competitions to include Green Offices and to honor the winners with prizes.

The \_\_\_\_\_(Office & Room #) wishes to participate in LIU Post’s new Green Office Program. As a participant, we pledge to do the following:

- 1) Recycle as much as possible, within the scope of materials that can be recycled at LIU Post. This includes plastics, paper, cardboard, printer cartridges, electronic waste, and metal cans. More details are provided in the included *Recycling Resource Guide*.
- 2) Practice energy efficiency by following the tips provided in your *Energy Saving Tips* flyer, such as turning off the lights at the end of the day, using energy-saving modes on computers, and turning off monitors at night.
- 3) Reduce the amount of paper that is used by printing double-sided, substituting electronic documents for paper documents, and printing on scrap paper.
- 4) Reduce the amount of waste that is thrown out in our office by using reusable mugs/water bottles, reusable lunch containers, and asking Facilities Services if they can use our unwanted surplus furniture/office equipment.

At least fifty-one percent of our office administrators, faculty, and/or staff have **printed** and **signed** our names below, signifying our commitment to becoming a Green Office. Please return this pledge form to William Achnitz either through intercampus mail to Hillwood Commons Room 116 or electronically at [William.Achnitz@liu.edu](mailto:William.Achnitz@liu.edu).

Please designate a “Green Office Representative” for your office:

Name	Phone Number/Email
<u>Print Name</u>	<u>Sign Name</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
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