



Green Checklist Tip Sheet

The table below explains the scoring system of the Green Checklist. You can find some tips in the last column on how to earn the points.

#	Criteria	Response Options	Scoring	Tips
Waste Reduction				
1	I use a non-disposable water bottle or coffee mug.	Regularly – Sometimes – Rarely/Never	4 – 2 - 0	At Sheridan, over 60 bottle refill stations and water fountains located across all four campuses provide clean, fresh and cool drinking water for free.
2	I understand how to use the Zero Waste sorting bins.	Fully/mostly – Sort-of – Not Really	4 – 2 - 0	Learn what goes where at Sheridan by trying out this monster fish game .
3	I only print documents when it is absolutely necessary to have a hard copy.	Regularly – Sometimes – Rarely/Never	4 – 2 - 0	
4	I check existing supplies in our office area before ordering stationery or office supplies.	Regularly – Sometimes – Rarely/Never	4 – 2 - 0	Create a spot (a cabinet, drawer) in your office to store any excess office supplies for sharing with others.
5	I avoid making coffee using disposable pods or cartridges.	Consistently – Sometimes – Rarely/Never	4 – 2 - 0	One option is to brew your own coffee with fresh coffee grounds. Not only can this type of coffee provide better quality and flavor, but it can also eliminate the pod waste. If you don't have time to make coffee from coffee grounds and you have already bought a Keurig coffee machine, use a reusable filler. If you have to use a disposable coffee pod, instead of throwing the whole pod to the Landfill bin, you can take it apart to recycle components of the pod.
6	I use reusable containers and cutlery for my snacks and lunch.	Regularly – Sometimes – Rarely/Never	4 – 2 - 0	A lot of food packages these days is recyclable, which is a good thing. Although increased recycling is good for the environment, reduced waste generation is even better. Having a supply of reusable containers (e.g.

				ceramic plates/bowls) and cutlery in the office or using personal Tupperware will help Sheridan's waste reduction efforts.
Energy Conservation				
7	I fully power-off my computer and monitor at the end of the workday.	Regularly – Sometimes – Rarely/Never	4 – 2 - 0	Make sure you have the power-down feature set up on your computer through your operating system software. The Energy Star site guides you how to activate the power management. As well, if your computer equipment is connected to a power strip, turn off the switch on the power strip to prevent it from drawing power even when shut off. If you don't use a power strip, unplug extra equipment when it is not in use.
8	I turn off lights when not needed and at the end of the day.	Regularly – Sometimes – Rarely/Never	4 – 2 - 0	As part of the Integrated Energy and Climate Master Plan at Sheridan, offices and classrooms are provided with LED lights that are equipped with motion sensors. For areas that are not equipped with motion sensors, such as your desk area, remember to switch off your light when it is not in use.
Water Conservation				
9	I notify Facilities Services when I see water wastage issues (e.g., leaky tap, urinal constantly flushing, touchless fixture working improperly, etc.)	Regularly – Sometimes – Rarely/Never	4 – 2 - 0	Report water wastage issues to Facilities Services by sending an email to the following: fmsktra@sheridancollege.ca (Traf/STC) fmskdav@sheridancollege.ca (Dav/HMC)
Alternative Transportation				
10	I use an online tool to review my transportation routes and modes. (refer to Green Checklist Tip Sheet for an online tool)	Yes – No	2 - 0	By exploring alternative transportation routes and modes, you may be able to find a better way of commuting that allows you to save time and money as well as stay healthy. You will also be helping the environment while easing traffic congestion. Here are the several sites you could use: Google Maps Smart Commute's online tool Metrolinx's Triplinx

11	Information is readily available in my office about car-pooling and alternative transportation options such as shuttle bus, transit and bicycling.	Yes – No	2 - 0	Check out the schedule of Sheridan's inter-campus shuttle and the public transit. Consider joining the Bike-to-work day this coming spring.
Additional Initiatives				
12	I am involved in volunteering initiatives that support sustainability at Sheridan (e.g. active member of Green Team).	Yes – No	4 - 0	Green Teams are made of staff members who meet regularly to discuss how to raise awareness of sustainability on campus. For more info about joining the Green Team, visit: http://missionzero.sheridancollege.ca/get-involved/green-team/
13	I am aware of my carbon footprint while at Sheridan (refer to Green Checklist Tip Sheet for carbon footprint calculator).	Yes – No	2 - 0	You can try one of the following calculators: <ul style="list-style-type: none"> • Carbonfootprint.com • Earthday.org
14	I have implemented a green practice in the last 12 months that is not covered by any of the statements above. (e.g. item swapping, bike to work, etc.)	Yes – No If yes, please specify: _____ _____	4 – 2 - 0	
15	Your comments/suggestions: (optional)	_____ _____		Comment briefly if any of the questions above is not applicable to you or if there is any key question missing.

Full score: 50

Total Score	Level of Standing	Award
46 to 50	Excellent	3 leaves
40 to 45	Very Good	2 leaves
30 to 39	Good	1 leaf
20 to 29	Fair	
0 to 19	Poor	