

Green Recognition for Office & Workspaces Feedback Report

From the Office of Sustainability

The GROW program is designed to support offices and departments in their efforts towards a more sustainable future. We work directly with offices and departments to identify strengths, focus areas and challenges while providing resources and advice. Following a review, the office or workspace receives a certification level and a summarized report as a tool for future improvements.



BRONZE LEVEL

2/23/2017

J. Wayne Reitz Union Administration Office

“The J. Wayne Reitz Union is an integral part of the educational mission of the University of Florida. Through strategic partnerships and collaborations, the Reitz Union enhances the student experience and enriches the campus community by providing dynamic learning opportunities, premiere programs, quality services, and outstanding facilities for students and the university community.”

HIGHLIGHTS

Waste:

- Using the Property Swap listserv to re-home furniture from the Reitz Union remodel project.
- Providing reusable dishware in the kitchen for use by employees.
- Being a champion for composting options within the Reitz Union.

Purchasing:

- Using the Property Swap listserv to find new furniture for the Administrative offices.

Innovation:

- Being a champion for the Green Office Certification Program within the Reitz Union.

RECOMMENDED FOCUS AREAS

Energy:

- Continue to use motion-sensor switches to their highest potential.
- Plug in peripherals that should be shut off when you leave the office.
- Check that all electrical equipment (printers, copiers, computers) have power management settings to conserve energy.
- Conduct an equipment inventory to make sure that all equipment is either EPEAT Silver or Energy Star rated.

Paper:

- Continue to reduce the amount of desk-side printers and printings that occurs, using Adobe Professional to review & edit documents electronically.
- Keep track of amount of paper ordered or number of pages printed on monthly basis to determine a baseline & set goal for paper reduction.
- Adopt policy to purchase paper with 100% post-consumer recycled content.

Events & Meetings:

- Encourage events held within the Reitz Union to get Green Event Certification for their events.

Communication:

- Include sustainability information in the kitchen about sustainable products, energy management, transportation options, etc.

Other:

- Encourage employees to use re-usable water bottles, real (cloth) napkins, real silverware – even when getting takeout.

- Continue to encourage sustainable transportation options for on and off-campus meetings (walking, bicycling, Skype, carpooling, etc).

KNOWN CHALLENGES

- High printing needs.
- Need for additional information about what is recyclable at UF.

OTHER NOTES/FEEDBACK

As the administrative branch of the J. Wayne Reitz Union, responsible for overseeing operations of the entire student union, this office has the ability to have a great impact on sustainability in both the operation of the student union and in what thousands of students see on a daily basis.

As new challenges and questions occur, please don't hesitate to reach out to the Office of Sustainability for assistance and guidance! We want to help you make your office as sustainable as possible.

Contact us at 352-392-7578 or info@sustainability.ufl.edu

RESOURCES

Transportation:

- [Sustainable Transportation Options at UF](#)
- [Neutral UF Coalition](#)
- [Departmental Bicycle Program](#)
- [Campus Cab](#)
- [Zipcar](#)
- [Gainesville RTS](#)

Waste:

- [Recycling in the City of Gainesville](#)
- [Recycling on Campus with Physical Plant Division](#)
- [Recycling Guide, City of Gainesville](#)
- [Paper Towel Composting](#)
- Recycling Copier, Printer, or Toner Cartridges with [PrintSmart](#) or [Laser Action Plus](#)
- [UF Surplus Warehouse](#)
- [Reducing Unwanted Mail](#)

Energy:

- [Smart Power Strips](#)
- [Radiant Panel Heater](#)

Purchasing:

- [Sustainable Purchasing Directive](#)
- [UF Surplus](#)
- [Property Swap Listserv](#)
- Electronics [EPEAT Silver](#) or [Energy Star](#) rating

Paper:

- [UF PrintSmart Program](#)

Water:

- [Report Leaks to PPD Work Management](#)
- [Reclaimed Water](#)

Communication:

- [Office of Sustainability E-Newsletter](#)

Events & Meetings:

- [Approved Caterers](#)
- [Sustainable Event Certification](#)