



Pre- and Post-Audit

INTRODUCTION

This environmental audit has been developed to be as easy-to-follow as possible. While the main aim of the audit is to gather data on environmental performance and awareness at the Carnegie Mellon University, it also provides information regarding environmental issues and initiatives at the University.

PART 1: SURVEY QUESTIONS

Use this survey and walk through each office making observations as directed by the questions. To make the results meaningful, please try to survey work stations and at least one kitchenette or lunch area. Make sure to use the notes section to record interesting facts, hidden offices or equipment. Use the notes section to guide a future reviewer to the same statistics that you collected.

The best time to conduct this survey would be early in the morning or later in the afternoon, when fewer people are around for you to disturb (and vice-versa!). Please gain permission from your supervisor or office manager before conducting the survey and let colleagues know that you are conducting an audit as part of your role as Scotty Goes Green Rep. When looking into occupied offices, ask for permission first. Please **do not** turn off any computer equipment and/or accessories that are not your personal responsibility.

PART 2: INTERVIEW QUESTIONS

This section has been split into two components:

- An interview with the purchasing officer that will ascertain the level of environmentally preferred purchasing in your office. If the purchasing officer is too busy when approached, make a time to meet later. Again, be sure to inform them that you are conducting an audit as part of the Scotty Goes Green Program audit.
- A series of individual surveys that determine the level of awareness of, and participation in, environmentally sustainable office practices. Each interview should not take more than 2 minutes per person.
 - Hand these out at the BEGINNING of your audit. When complete, ask them to be deposited in a central location like an administrator desk, Scotty Goes Green Rep desk or other common area. Collect all at the end – don't leave behind to be completed "later" because later may become never.
 - Be sure a random sample of office staff is selected (i.e.: not all of one type of position)
 - Collect all individual surveys at end of Scotty Goes Green Audit.

Green Office Pre and Post Audit

Name of Office:	
Scotty Goes Green Rep:	Surveyor:
Building:	Department/College:
Room numbers:	
Number of Staff in Office (Including full time, Part time, students and intern):	
Date:	<input type="checkbox"/> Pre Audit <input type="checkbox"/> Post

PART 1: SURVEY QUESTIONS (20 Questions)

general questions | *ask the scotty goes green rep*

Answer Yes or No to each of the following questions	YES/NO
1. Does office promote and participate in the annual recycling contest "RecycleMania"?	
2. Does office practice routine recycling of paper, bottles & cans and cardboard?	
3. Does office recycle batteries?	
4. Does office recycle toner and printer cartridges?	
5. Does office recycle surplus equipment including electronics?	
6. Have you planned any office wide sustainability events?	
7. Does office have a designated food compost bin?	
8. Do you set aside time at staff meetings to discuss sustainability initiatives?	
9. Do you provide incentives to office workers to encourage participation in the Green Office Program?	
10. Does office use disposable (plastic or Styrofoam) cups/cutlery/plates for meetings/events?	
11. Does office track their commuter carbon footprint?	
12. Are awareness posters/stickers for recycling, energy conservation, water awareness, and alternative transportation options visible throughout the office?	

workspace questions | *visual observation* | **do questions 13 – 19 at the same time.**

13. Indicate the total number of workstations/offices surveyed during the walk through audit (<i>in the box to the right</i>) and then complete the following questions.	
14. Number of workstations with easy access to recycling bin (at desk or centrally located)?	
15. Percent of paper in recycling bins that has been used on both sides?	
16. Percent of recyclables (paper, cans, bottles, plastics, etc.) in garbage bins? (from workstations and/or central bins)	

These questions relate to office use of electricity. Please fill in the total number of each and number that are turned off or in power saving mode.	Total #	# turned off	17. # with Motion sensor 18-19. # in Power save mode
17. Lights (switches)?			
18. Monitors?			
19. Printers, copiers, scanners?			

PART 2: INTERVIEW QUESTIONS

interview with purchasing officer |

Please complete questions indicating if the Purchasing Officer answered yes or no to the following questions. Please indicate % of total purchased in the last financial year if known.	YES/NO	% purchased
1. Does your office purchase environmentally preferred copy/print paper where possible? (e.g. 30 % recycled or greater)		
2. Does your office purchase remanufactured or recycled printer cartridges?		
3. Does your office purchase energy efficient office equipment and appliances? (e.g. computers, printers, photocopiers, fridges, etc. with an ENERGY STAR or EPEAT rating)		
4. Does your office purchase environmentally preferred stationary? (e.g. recycled folders, recycled Post-It notes, refillable pens, mechanical pencils , etc.)		
5. Does your office purchase environmentally preferred plates, cups and cutlery? (e.g. reusable plates/cutlery, compostable or recyclable disposables, etc.)		

one-on-one interviews|

Use this copy for ALL interviews, i.e. each tick box should have multiple ticks. Tick each box depending on answers, and when you are finished with all of the interviews then count ticks and write in a number to indicate totals for each answer.

The number of people that you will need to interview depends on the total number within your office. The table on the right gives a good indication of the suggested number of people you should interview depending on the size of your office.

Size of Office	Suggested Sample Size
5	2-3
12	3-4
16-20	5
25-35	6-8
40-55	8-10
70-100	15-20

audit notes |

Directions | The questions on this survey refer to behavior in the office. Please answer these questions honestly. There is no right or wrong answers and all responses will remain anonymous.

Rank the following from 1-5.	Never 0	1	2	3	4	Always 5	N/A
1. I minimize printing whenever possible. <i>(i.e. proofread on screen, use Track Changes in Word, etc.)</i>							
2. I compost food scraps and paper towels.							
3. I use natural lighting as much as possible.							
4. I carpool; take public transportation, bike or walk to work.							
5. I unplug electronics that are not in use to avoid power vampires. <i>(i.e. printers, power strips, chargers, etc.)</i>							
6. Our office purchases local, organic or/and fair trade options.							
7. I use the double-sided function when printing and/or copying.							
8. I reuse once used paper. <i>(i.e. for notepaper/meetings etc.)</i>							
9. I use reusable plates, cups and cutlery while at work.							
10. I use the recycling bins for cardboard, paper, glass, aluminum/steel and plastics.							
11. My monitor is on power save mode when not in use for more than 10 minutes. <i>(Choose either 0 or 5)</i>							
12. I turn off the computer monitor when leaving the office for the day.							
13. When possible, I turn off lights if I know an area will be unattended for more than 10 minutes. <i>(i.e. work stations, meeting rooms, copy rooms, lunch rooms, bathrooms)</i>							

Complete the following yes/no questions.	Yes	No
14. Are you aware that the University has a Recycling Policy?		
15. Are you aware of Carnegie Mellon's AASHE STARS Report?		
16. Have you visited the Environment at CMU website?		
17. Are you aware of Carnegie Mellon's involvement in the Pittsburgh Climate Initiative Higher Education Climate Consortium (HECC)?		
18. Have you visited the Sustainable Earth Students Facebook page?		