

## Office Culture Questionnaire

DRAFT

### GENERAL INFORMATION

<b>Name of organization</b>	
<b>Number of staff (approximate)</b>	
<b>Contact details of Green Team/Group focal person (or the person completing this questionnaire)</b>	Department: Address:  Tel: Email:

### WASTE

QUESTIONS	YES	NO
1) Do you try to reuse supplies before throwing them in the garbage (e.g. reuse of versos as writing pad; reuse of folders...)?		
2) Do you collect plastic badges after meetings?		
3) Do you use plastic: Drinking cups? Plates? Cutlery?		
4) Do you use PowerPoint presentations instead of paper presentations during meetings?		
5) In the shipping department, are packing boxes reused? - are shrink-wrap and cardboard used in moderation? - can outgoing shipments be consolidated at all?		
6) Do you recycle your toner cartridges?		

<p><b><u>Comments:</u></b></p>
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### PAPER

QUESTIONS	YES	NO
7) Do you use recycled paper?		
8) Do you have any recycling bin for paper?		
9) If yes, does each employee have his/her own recycling bin for paper?		
10) Is there any recycling bin for paper next to the printers/photocopiers?		
11) Are double-sided printed pages used? Is this pre-programmed?		
12) Does each employee have his/her own printer?		
13) Do the copy machines copy two-sided?		
14) Is color printing used only when necessary? Are black standard option in copiers/printers?		
15) Are emails sent out instead of paper letters whenever possible?		
16) Are files kept on computers or disks instead of placing printed copies in file cabinets?		

**Comments:**

**ENERGY**

QUESTIONS	YES	NO
17) When they leave the office, do all staff members switch off: ⇒ Their computers? ⇒ Monitors? ⇒ The lights?		
18) Do you switch off the printers and copy machines overnight?		
19) Is wireless internet connection possible at your office?		
20) Do you switch off the light after using the lavatory? (Or do you have timed lights?)		
21) Do you use any energy efficient light bulbs/tubes?		
22) Do you have energy efficiency household appliances (e.g. label A)?		
23) Do you have energy efficiency (e.g. label 'energy star'): ⇒ Computers? ⇒ Printers? ⇒ Copying machines?		
24) Do you use a screensaver?		
25) Are power strips being used for the ease of turning off many devices at once?		
26) Do you or someone in the office regularly clean the light fixtures?		
27) Does your office maximize the use of natural light?		
28) What are the business hours per week of your office? (The hours that the office is actually used by employees)		

29) Is the furniture clear of vents and radiators to ensure proper circulation?		
30) Are the computers in the office set to go into sleep mode when they are not used for a period of several minutes?		
31) Can you optimize your energy consumption (Thermostat...)?		
32) Are you checking regularly the evolution of your energy consumption?		

**Comments:**

**WATER**

QUESTIONS	YES	NO
33) Which kind of water do you drink at the office: ⇒ Tap water? ⇒ Mineral water in bottles? ⇒ Fountain (big bottles)?		
34) Do you have a dishwasher in your office kitchen?		
35) If not, when you are washing dishes, are you leaving the water tap open?		
36) Is there a sign next to the sink reminding you not to leave it open? Do you have "timed" taps?		
37) Are you checking regularly the evolution of your water consumption?		

**Comments:**

**PRODUCTS**

QUESTIONS	YES	NO
38) Are washable dishes used in the kitchen instead of disposable dishware?		
39) Are laptops, ink jet printers, and flat screen monitors being used?		
40) When you host a meeting inside the office, do you buy some organic or eco-friendly food or drink?		

**Comments:**

**TRANSPORT**

QUESTIONS		
41) As far as you know how many staff members from your office come each day: ⇒ By public transport? ⇒ On foot/by bike? ⇒ By car?		
	YES	NO
42) Does your office use taxis for business purposes?		
43) Does your office inform visitors about public transportation before their arrival?		
44) Are safe bicycle stands available in the parking garage?		
45) Are any company transportation cards provided by your office?		
46) Are there any staff 'travel to work' programs?		
47) Is your office in a convenient location within walking distance to restaurants/cafes, a grocery store, a FedEx Kinkos or UPS, or a gym?		

**Comments:**

**ENVIRONMENTAL MANAGEMENT**

QUESTIONS	YES	NO
48) Is your cleaning company in charge of dropping the paper into the paper container if you have one? ⇒ <i>If yes, how do you make sure that the job is "correctly" done?</i>  ⇒ <i>If not, do you take it out yourself?</i>		
49) Would you consider your office to be a 'green' office?		
50) Do you have any environmental management documents in your office? ⇒ <i>If yes, could you please send it attached to this questionnaire for our information?</i>		
51) Are any signs posted around the office as reminders to turn things off ?		
52) Does the staff seem genuinely interested in promoting 'green behavior' in the office?		
53) Have any 'Green Projects' been implemented by the office? (i.e. plant a tree or rooftop green programs)		
54) Are you provided with any awareness raising and/or environmental education sessions?		
55) Do you encourage eco-friendly behavior?		
56) Are employees aware of how much waste is being generated by the office?		

57) Does your organization track its carbon footprint?		
58) If yes, how do you encourage eco-friendly behaviors (raising staff awareness, instructions to switch off the lights...)?		
59) What would be your first actions to improve environmental management in your office, giving some examples?		

<b><u>Comments:</u></b>
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*\*\*\* Please write additional comments below on your general experience with promoting green office culture within your organization (success stories, difficulties, needs, suggestions/advice etc):*