

Step 2: Decide who owns the project and dates when Initial Audit and Re-Audit will be done

3: Read Office Depot categories and recommendations

4: Audit steps in place/Choose N/A /Comment

5: Define new steps

6: Assign

7: Document for Re-Audit

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#	Why/Buy/ Be/Sell/ Tell Green.	REVIEW RECOMMENDED STEPS & CHOOSE BY LEVEL OF EFFORT/GREEN-NESS: S = Starting: steps to help start your greener office program D = Developing: steps to further develop your greener office program L = Leading: steps to implement a leadership greener office program	S D L	Done	Part Done	Not Done	Not Known	Not Applicable [State why]	Comments	Mark X if New Step Planned	DEFINE NEW ACTIONS to recommend / implement in the building in the next 12 months	Step Owner Initials	Target Done Date (<1yr)	DOCUMENT ACTION: owner to document actions taken to prove completion by re-audit	Re-audit: Mark X if done
83	Sell Green	Run pilots on green office products to help end-users and purchasers to evaluate the quality	S												
84	Sell Green	Create posters, promotional products and other daily reminders to go green at the office	S												
85	Sell Green	Develop a communication to encourage staff to circulate documents electronically and reduce unnecessary printing	S												
86	Sell Green	Host an focused educational session on greening the office and reducing energy and waste	D												
87	Sell Green	Develop and complete a survey / hold a lunch and learn asking staff for feedback and suggestions related to greening the office	D												
88	Sell Green	Recognize individuals in your organization who actively practice and promote greener office behaviour	D												
89	Sell Green	Work with Property Manager to maximize types of solid waste end-of-life materials collected for recycling	L												
90	Sell Green	Work with Property Manager to train Janitorial Staff to ensure recyclables are actually recycled, not thrown in the trash	L												
91	Sell Green	Work with Property Manager to install and communicate availability of bike-locks in or near the building	L												
92	Sell Green	Work with Property Manager to Install energy-efficient hand dryers in all bathrooms to reduce paper towel waste	L												
93	Sell Green	Work with Property Manager to install water efficient faucets and toilets in the building	L												
94	Sell Green	Work with Property Manager to implement design changes to maximize the energy efficiency of the office	L												
95	Sell Green	Work with Property Manager to create food composting process with local farmer or industrial composting facility	L												
96	Sell Green	Document the actual financial impact of your overall office greening program, including ROI and payback for specific projects	L												
97	Tell Green	Create at least one national press release / short video / case study outlining your Greener Office program	S												
98	Tell Green	Deliver at least one presentation at a national conference describing your Greener Office program	D												
99	Tell Green	Create a dedicated web page / website describing your Greener Office program	D												
100	Tell Green	Create a Corporate Citizenship / CSR / Sustainability Report and include a section about your Greener Office program	L												
Current Points [Without adding any new steps]				0	0	0	0	0		0	New Steps to Implement	Light Green Office = 30% Green Office = 60% Dark Green Office = 90%			
Total Score Feasible (i.e. not N/A)				100						0	Target Points Post Implementation				
% of Applicable Steps Currently Implemented				0%						0%	Target Percentage Post Implementation				

Links to Resources from Office Depot / Other Third Parties OR Responsible Purchasing Network. Plus ask your Office Depot Rep to obtain a Greener Office Guide from Office Depot - available Q3 2010.		Filters to Help Select Steps / Reasons to Implement + how this step may contribute to LEED for Existing Buildings					\$ Costs of Selected Steps	\$ Benefits of Selected Steps	Est. Payback Period	Estimated Return on Investment	Use Calculators in Resources to Quantify Environmental Costs & Benefits
100	41	45	95	32	79	79	0	0	0	0	0
Bold = In Separate document available to Office Depot Customers in Q3 2010. <u>Underlined</u> = Live Link to Resource. <i>Italics</i> = Resources in development.	Link to Responsible Purchasing Network (RPN) Resources / Assets	May Save Money ?	Feasible for SMBs?	PR Opportunity?	Implementing may support this LEED EB Credit [No	Potential LEED EB-O&M Credit Name	For specific steps calculate costs to implement	For specific steps calculate benefits over 12 months	Simple Payback (Months)	Simple ROI (%)	For specific steps where eco-calculators exist; calculate and state main environmental benefits [Use Calculators in Resources]
How to set up a green team		Y	Y	Y							
Common environmental Impacts of offices, and choosing your focus			Y								
Example financial dashboard of office-related expenses	RPN: Green Purchasing Calculators		Y								
Sample Green Purchasing Policies	RPN: Green Purchasing Policies		Y	Y	MR Prereq 1	Sustainable Purchasing Policy					
Sample Green Cleaning Policy	RPN: Green Cleaning Policies		Y	Y	IAQ Prereq 3	Green Cleaning Policy					
Sample Solid Waste Reduction Policy			Y	Y	MR Prereq 2	Solid Waste Management Policy					
Simple office waste stream audit checklist			Y		MR Credit 6	Solid Waste Management - Waste Stream Audit					
Simple office energy audit checklist			Y		EA Credit 2.1	Existing Building Commissioning - Investigation					
USGBC LEED for Existing Buildings Overview page											
ISO14001 Overview											
How to calculate your carbon footprint - step by step process for low emitters	RPN: Green Power Calculators		Y	Y	EA Credit 6	Emissions Reduction Reporting					
Example office-related environmental KPIs			Y								
Example office-related environmental KPI dashboard			Y								
USGBC LEED for Existing Buildings Overview page				Y							
ISO14001 Certification Information				Y							

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30% Recycled Content Papers	RPN Responsible Purchasing Guide for Paper		Y	Y	MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
Recycling Solutions			Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Energy Star Technology	RPN Responsible Purchasing Guide for Office Electronics	Y	Y		MR Credit 2.1	Sustainable Purchasing - Durable Goods, electric					
LCD Panels	RPN Responsible Purchasing Guide for Computers	Y	Y		MR Credit 2.1	Sustainable Purchasing - Durable Goods, electric					
About Forest Certification	RPN: Paper Standards Comparison Chart		Y		MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
Remanufactured cartridges	RPN Responsible Purchasing Guide for Toner Cartridges	Y	Y		MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
Pen Refills		Y	Y								
Rechargeable batteries		Y	Y		MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
Your Greener Office Website		Y	Y		MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
Power-Saving Power Strip		Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
Compact Fluorescent Lights (CFLs)	RPN Responsible Purchasing Guide for Lighting	Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
Bamboo Furniture & Accessories			Y		MR Credit 2.1	Sustainable Purchasing - Durable Goods, furniture					
Recycled Content Furniture			Y		MR Credit 2.1	Sustainable Purchasing - Durable Goods, furniture					
Greenguard Certified Furniture			Y		IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					
Reusable Mugs	RPN Responsible Purchasing Guide for Food Services	Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Refillable Bottles	RPN Responsible Purchasing Guide for Bottled Water Alternatives	Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Green Cleaners	RPN Responsible Purchasing Guide for Bottled Water Alternatives		Y		IAQ Credit 3.4, 3.5, 3.6	Green Cleaning - Sustainable Cleaning Products and Methods 80%					
PCF or Unbleached breakroom / bathroom products	RPN: Paper Standards		Y		MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
EPEAT-Registered technology	RPN: Computer Standards		Y		MR Credit 2.1	Sustainable Purchasing - Durable Goods, electric					
100% Recycled Paper	RPN Responsible Purchasing Guide for Paper		Y	Y	MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
Renewable energy provider: NextEra	RPN Responsible Purchasing Guide for Green Power		Y		EA Credit 4.1	Renewable Energy - On-site 3% / Off-site 25%					
Renewable energy provider: NextEra	RPN Responsible Purchasing Guide for Green Power		Y		EA Credit 4.2	Renewable Energy - On-site 6% / Off-site 50%					
Renewable energy provider: NextEra	RPN Responsible Purchasing Guide for Green Power		Y		EA Credit 4.3	Renewable Energy - On-site 9% / Off-site 75%					

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Renewable energy provider: NextEra	RPN Responsible Purchasing Guide for Green Power		Y	Y	EA Credit 4.4	Renewable Energy - On-site 12% / Off-site 100%					
Remanufactured cartridges	RPN Responsible Purchasing Guide for Toner Cartridges	Y	Y		MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
Organic Coffees & Teas	RPN Responsible Purchasing Guide for Food Services		Y		MR Credit 5	Sustainable Purchasing - Food					
LED lamp	RPN Responsible Purchasing Guide for LEDs		Y		EA Credit 1	Optimize Energy Efficiency Performance					
Example Total Cost of Owneship Analysis			Y		IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					
Bio-based and Biodegradable dishware	RPN Responsible Purchasing Guide for Food Services		Y	Y	IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					
Office Depot Sample Green Business Review			Y		MR Credit 1.1	Sustainable Purchasing - Ongoing Consumables					
Office Depot Sample Green Business Review			Y		MR Credit 1.2	Sustainable Purchasing - Ongoing Consumables					
Office Depot Sample Green Business Review			Y		MR Credit 1.3	Sustainable Purchasing - Ongoing Consumables					
Environmental Defense Paper Calculator	RPN: Paper Calculator		Y	Y							
Clover Toner Calculator	RPN: Toner Calculator		Y	Y							
Energy Star CFL Calculator	RPN: CFL Calculators		Y	Y							
Duplex Printers	RPN Responsible Purchasing Guide for Paper	Y	Y		IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					
Bulk-packaged creamers	RPN Responsible Purchasing Guide for Food Services	Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Recycling Solutions			Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Recycling Solutions			Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Recycling Solutions			Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Shredd-It	RPN Responsible Purchasing Guide for Paper		Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
InkJet & Toner Recycling Boxes	RPN Responsible Purchasing Guide for Toner Cartridges	Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Cell phone & Rechargeable Battery Recycling Solution		Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Office waste stream audit checklist		Y	Y	Y	MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Tech Recycling Program	RPN Responsible Purchasing Guide for Office Electronics	Y	Y	Y	MR Credit 7.1	Solid Waste Management - Ongoing Consumables					

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Tips for Encouraging Use of Reusable Dishware	RPN Responsible Purchasing Guide for Food Services	Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Dry Cell Battery Recycling Solution			Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Waste Management Providers		Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
CFL Bulb Recycling Solution	RPN Responsible Purchasing Guide for Lighting	Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Compostable bags		Y	Y	Y	MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Office waste stream audit checklist			Y	Y	MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Large Garbage Cans		Y	Y	Y	MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Energy Star Overview of Power Settings	RPN: Best Practices for Office Electronics	Y	Y		IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					
<i>Office Depot Switch off to Save Sticker Sheet</i>	RPN: Best Practices for Computers	Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
<i>Office Depot Switch off to Save Sticker Sheet</i>	RPN: Best Practices for Lighting	Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
<i>Get in Shape & Go Green: Take the Stairs! Poster</i>		Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
<i>Case Study: Savings from Installing Motion Detectors</i>	RPN: Best Practices for Lighting	Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
<i>Case study: Shutting down office technology</i>		Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
<i>Case study: Lighting control systems</i>	RPN: Best Practices for Lighting	Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
<i>Case study: Lighting control systems</i>	RPN: Best Practices for Lighting	Y	Y		EA Credit 1	Optimize Energy Efficiency Performance					
<i>Case Study: Encouraging Commuting Alternatives</i>		Y	Y	Y	MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
Link to Best Workplaces for Commuters			Y	Y	SS Credit 4.1	Alternative Commuting Transportation					
Link to Ride Amigos			Y	Y	SS Credit 4.1	Alternative Commuting Transportation					
Office Depot Order Consolidation & Green Shipping Solution		Y	Y		IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					
Webcams		Y	Y		IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					
Link to ZipCar		Y			SS Credit 4.1	Alternative Commuting Transportation					
Carbon Offset provider: NextEra	RPN Responsible Purchasing Guide for Green Power		Y	Y	IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					

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Piloting Greener Products - Case Studies		Y	Y		MR Credit 1.1, 1.2, 1.3	Sustainable Purchasing - Ongoing Consumables					
<u>Greener Office Posters</u>		Y	Y								
Sample wording - Electronic Communication		Y	Y								
<u>Smart Steps to Your Greener Office Online Program</u>			Y	Y							
Sample survey wording			Y	Y							
<u>Recycled Certificates</u>			Y	Y							
<i>Case Study: Property Manager Engagement: Recycling</i>		Y	Y	Y	MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
<i>Case Study: Property Manager Engagement: Janitorial Staff Training</i>		Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
<i>Case Study: Property Manager Engagement: Bike Locks</i>		Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
<i>Case Study: Property Manager Engagement: Energy efficient hand dryers</i>		Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
<i>Case Study: Property Manager Engagement: Water efficient faucets and toilets</i>		Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
<i>Case Study: Property Manager Engagement: Energy efficiency</i>		Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
<i>Case Study: Property Manager Engagement: Composting</i>		Y	Y		MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
<i>Example Completed Financial Model</i>			Y	Y	IO Credit 1.1, 1.2, 1.3, 1.4	Innovation in Operations					
<i>Example press release</i>			Y	Y	MR Credit 7.1	Solid Waste Management - Ongoing Consumables					
<i>Example presentation</i>			Y	Y							
<u>Office Depot Greener Office Purchasing web page</u>			Y	Y							
<u>Office Depot Corporate Citizenship Report</u>			Y	Y							
		45	95	32	79	79	0	0	#DIV/0!	#DIV/0!	0