

GREEN WORKPLACE PROGRAM



The Green Workplace Program engages UVA employees in actions that conserve resources, save money, and advance sustainability. The Office for Sustainability supports Green Workplaces by offering a set of recommended green actions, shepherding individuals through implementation of those actions, and incentivizing sustainability progress, even after certification.



- 1. GAUGE INTEREST AMONG COLLEAGUES**
and start a list of employees who might like to join your “green team.”
- 2. LEARN MORE IN AN INFO MEETING**
which you can request by emailing greenworkplace@virginia.edu
- 3. IMPLEMENT AT LEAST 20 SUSTAINABLE ACTIONS**
from the list of 30 recommendations and document progress as you go.
- 4. HOST A FINAL REVIEW & WALKTHROUGH**
to go over notes and show the Program Coordinator what you’ve accomplished.
- 5. CELEBRATE GREEN WORKPLACE CERTIFICATION**
with snacks and a plaque courtesy of the Office for Sustainability!
- 6. EARN BADGES FOR CUSTOM SUSTAINABILITY PROJECTS**
that involve five additional actions addressing unique challenges in your workplace.

GREEN WORKPLACE

SUMMARY OF ACTIONS

AWARENESS EDUCATION &

N/A
IN PROGRESS
COMPLETED

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- A-1 Public Leadership Commitment
- A-2 Sustainability 101 Presentation
- A-3 New Employee Onboarding
- A-4 Green Purchaser Training
- A-5 Zero Waste Event Training

REMINDER SIGNAGE

N/A
IN PROGRESS
COMPLETED

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- S-1 Light Switch Reminders
- S-2 Water Conservation Clings
- S-3 Earn Your Steps Sign
- S-4 Public Transit Poster
- S-5 Waste Poster

ENERGY WATER &

N/A
IN PROGRESS
COMPLETED

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- E-1 HVAC Check Up
- E-2 IT Sleep Settings
- E-3 Efficient Equipment & Appliances
- E-4 Appliance Census
- E-5 Leak Check

WASTE REDUCTION

N/A
IN PROGRESS
COMPLETED

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- W-1 Recycling Check Up
- W-2 Plastic Free Workplace
- W-3 Special Collections Area
- W-4 30+% Recycled Content Paper
- W-5 Double-Sided Printing

SOCIAL EQUITY HEALTH &

N/A
IN PROGRESS
COMPLETED

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- H-1 DEI Learning
- H-2 Employee Inclusion
- H-3 Safe Spaces Training
- H-4 Plant-Based Food
- H-5 Employee Well-being

ONGOING COMMUNICATIONS

N/A
IN PROGRESS
COMPLETED

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- C-1 Communications Point-Person
- C-2 Green Workplace Sharing
- C-3 Updates at Staff Meetings
- C-4 Sustainability Lunch & Learns
- C-5 Newsletter Subscribers

AWARENESS & EDUCATION

A-1 Someone in a top leadership role has formally announced Green Workplace participation to all employees in workplace.

Describe actions taken, including name & title of person in leadership:

Progress Notes:

Forward public commitment to greenworkplace@virginia.edu

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A-2 At least 50% of employees in workplace have seen the Sustainability 101 Presentation from the Office for Sustainability.

Describe actions taken, including number of total presentation attendees & date(s) of presentation(s):

Progress Notes:

A-3 All new employees will receive basic green workplace information during onboarding.

Describe actions taken, including who has agreed to share this information with new employees, when during onboarding, and in what form (e.g. handout, powerpoint):

Progress Notes:

AWARENESS & EDUCATION

A-4 At least two workplace purchasers have been trained on green purchasing best practices.

Describe actions taken, including date of training plus names & job titles of employees trained:

Progress Notes:

A-5 At least two workplace event organizers have been trained on how to host "zero waste" events & meetings.

Describe actions taken, including date of training plus names & job titles of employees trained:

Progress Notes:

REMINDER SIGNAGE

S-1 We have a reminder sticker above every public light switch & have offered a sticker to each employee with their own switch.

Describe actions taken, including approximate number of reminders posted & any limitations to posting in certain areas:

Progress Notes:

S-2 We have water conservation mirror clings that are readable from all sinks.

Describe actions taken, including approximate number of clings posted & any limitations to posting in certain areas:

Progress Notes:

S-3 We have a sign near each elevator door reminding users to take the stairs if able.

Describe actions taken, including number & locations of signs near elevators:

Progress Notes:

REMINDER SIGNAGE

S-4 We have at least one permanent poster advertising public & active transportation options at UVA.

Describe actions taken, including number & locations of posters in workplace:

Progress Notes:

S-5 We have a poster near each waste station to educate occupants about how to properly sort their waste.

Describe actions taken, including number & locations of posters in workplace:

Progress Notes:

ENERGY & WATER

E-1 We have worked with UVA's Systems Control team to explore HVAC scheduling and temperature setpoint adjustments.

Describe actions taken, including any adjustments made:

Progress Notes:

Forward Systems Control confirmation to greenworkplace@virginia.edu

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E-2 We have worked with our Local Support Partner (LSP) to configure IT sleep settings where possible.

Describe actions taken, including number of computers:

Progress Notes:

Forward LSP confirmation to greenworkplace@virginia.edu

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E-3 We have committed to purchasing Energy Star models for equipment in need of replacement & minimizing personal appliance purchases.

Describe actions taken, including purchasing point person:

Progress Notes:

Forward agreement between point person & leadership to greenworkplace@virginia.edu

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ENERGY & WATER

E-4 We have done a walkthrough to identify the number and types of appliances in individual offices & cubicles.

Describe actions taken, including number of personal printers, mini-fridges, microwaves, coffee makers, space heaters, fans, and lamps found in workplace:

Progress Notes:

E-5 We have done a walkthrough to check for plumbing leaks in our workplace.

Describe actions taken, including date of walkthrough & number of work orders submitted:

Progress Notes:

WASTE REDUCTION

W-1 We have done a walkthrough with UVA Recycling to inspect & improve recycling collection in common areas.

Describe actions taken, including date of walkthrough:

Progress Notes:

Forward UVA Recycling confirmation to greenworkplace@virginia.edu

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W-2 We have committed to stop purchasing single-use plastics in accordance with UVA's Single Use Plastics Requirements.

Describe actions taken, including purchasing point person(s):

Progress Notes:

Forward completed Plastic Free Worksheet to greenworkplace@virginia.edu

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W-3 We have clearly labeled collection areas for electronic "e-waste" and unwanted office supplies to be collected by UVA Recycling.

Describe actions taken, including location of collection area(s) and plan for who will empty, how often, & where items will be taken:

Progress Notes:

WASTE REDUCTION

W-4 We have committed to purchasing printer paper with at least 30% recycled content for letter, legal, and 11x17 sizes.

Describe actions taken, including purchasing point person:

Progress Notes:

Forward agreement between point person & leadership to greenworkplace@virginia.edu

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W-5 We have worked with our Local Support Partner (LSP) to make double-sided printing the default where possible.

Describe actions taken, including number of printers:

Progress Notes:

Forward LSP confirmation to greenworkplace@virginia.edu

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SOCIAL EQUITY HEALTH



H-1 At least 30% of employees in our workplace attended a Diversity, Equity, and Inclusion learning program within the past year.

Describe actions taken, including number of total attendees & date(s) of offering(s):

Progress Notes:

H-2 We have met to review our respective Inclusive Excellence Plan and identified key actions our team can take to foster inclusivity.

Describe actions taken, including date of meeting, number of attendees, and actions identified:

Progress Notes:

Forward meeting documentation to greenworkplace@virginia.edu

H-3 A cohort of our team has participated in LGBTQ+ inclusive Safe Spaces training.

Describe actions taken, including number of total attendees & date(s) of offering(s):

Progress Notes:

SOCIAL EQUITY HEALTH



H-4 We have pledged to include one or more vegan option(s) at all events where food is being served and aim to reduce our meat consumption.

Describe actions taken, including event point person:

Progress Notes:

Forward pledge card to greenworkplace@virginia.edu

H-5 Our leadership has announced or reiterated their support for short mindfulness breaks, fit breaks, and walking meetings.

Describe actions taken, including name & title of person in leadership:

Progress Notes:

Forward announcement to greenworkplace@virginia.edu

ONGOING COMMUNICATIONS

C-1 We have at least one point person who will periodically distribute emails and printed materials from the Office for Sustainability around the workplace.

Describe actions taken, including point person(s) for communications & their computing ID(s):

Progress Notes:

C-2 We have shared information on the Green Workplace Program with three UVA employees OUTSIDE of our workplace.

Describe actions taken, including departments contacted:

Progress Notes:

Forward info sharing emails to greenworkplace@virginia.edu

C-3 We have committed to including short sustainability updates at each of our staff meetings.

Describe actions taken, including point person(s):

Progress Notes:

Forward agreement between point person(s) & leadership to greenworkplace@virginia.edu

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ONGOING COMMUNICATIONS

C-4 We stay informed and inspired by sending at least one Green Team member to each bi-monthly Sustainability Partners Lunch & Learn.

Describe actions taken, including name(s) & computing ID(s) for Lunch & Learn invitations to be sent:

Progress Notes:

C-5 At least 10% of employees are subscribed to the Office for Sustainability's Newsletter.

Describe actions taken, including names & computing IDs of those subscribed or interested in subscribing:

Progress Notes: