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Submission information

Form: [Green Office Application \(/sustainability/green-office-application\)](/sustainability/green-office-application)

Submitted by Anonymous (not verified)

Thursday, May 30, 2013 - 11:02

10.19.128.100

Name:

Robin Geyer

Email address:

geyerr@lanecc.edu

Phone number:

541-463-3174

Degree / Division:

Mathematics

Building number:

LCC16

Lights

1. We turn off lights when a room is not in use and when daylighting is sufficient.

Computers

3. We set the automatic power management system to turn the monitor off after 5 minutes and go to standby in 20 minutes.

4. We shut off all computers at night.

Refrigerators**Other Appliances and Electronics**

6. We minimize the number of additional appliances and electronics in common rooms and offices and we ensure they are turned off when we leave for the day.

8. We have water saving aerators installed in our restroom and kitchen faucets.

9. We report water leaks by submitting a work order.

10. We print double-sided and/or use paper that has already been used on one side, whenever possible.

11. We have made one or more of the following additional efforts to reduce paper use:

Briefly describe:

The Division collects all 1 sided used/recyclable paper and then cut it in half to use as scratch paper in the MRC tutoring labs. The MRC also accepts this type of paper from other Departments to use for this purpose.

About 3 years ago we switched from hard copy course syllabi to electronic storage. This is the syllabi that the Division must keep for at least 3 years.

About 5 years ago the Division started using the Math Network shared space to create course folders and save files to share amongst all Instructors. Today it is widely used in the Division by all 100+- staff instead of hard copy filing.

We do not have a color printer in the Division for general use.

We have only 7 Network printers in the Division for 100+- staff. We have only 4 personal printers in Instructor offices.

12. We look in surplus property and the Reusable Office Supply Exchange before purchasing new supplies or furnishings.

13. We use tap water and washable drink containers and do not supply disposable cups or bottled water.

14. We supply reusables at department meetings and events rather than paper plates, cups, etc.

16. We recycle paper, cardboard, plastic, glass, metal, printer cartridges, surplus office supplies, surplus property, and rechargeable batteries.

17. We have a composting station and a designated employee empties and rinses the container at least twice per week.

18. Our department considers sustainability factors before making purchases.

Briefly describe purchasing efforts:

Darcy Spencer places the orders for all Office Supplies and always tries to purchase products with recyclable content, reduced packaging and many of the other points listed above.

We try to think of the most sustainable way to purchase things. Example: For our annual Math Skills Fair we recently purchased ceramic coffee cups, spoons and cloth napkins instead of using disposable ones provided by LCC Food Services or paying 17.00 each year to "rent" their re-useable cups, spoons & napkins.

19. In our Department/Division, at least 30% of employees carpool, walk, bike, bus, or telecommute at least two days per week.

21. Our department promotes wellness by doing one or more of the following:

Having a wellness station where employees can exercise or stretch during breaks.

Having a wellness champion who makes wellness announcements in a department meeting.

other

please describe 'other':

We participate in the Wellness Group/Division Challenges. We have a "Wellness Bulletin Board with up-to-date information about the Wellness activities offered at LCC.

23. We have a representative on the Sustainability Committee.

24. We promote sustainability concepts within and outside our department and/or we mentor other departments in instituting their own sustainable practices.

25. Innovation. This point is intended to provide departments with recognition for innovative sustainable practices that are not included addressed in this checklist.

Describe:

We promote sustainability concepts within and outside our department by having removed the garbage cans from our classrooms and labs. Students learn why we do this and then take that with them where ever there life takes them.

In our Math/Engineering Computer Lab we have the shortest time out session on campus. After just 30 minutes of none

activity the 36 student machines will shut off and the Instructor machine will shut off in 1 hour. Also we train all our students who use this lab to shut the computer down including the monitor after every use.

In the MRC Computer Testing Rooms we only turn on 1/2 of the 48 computers for testing and just boot up others as needed throughout the day rather than turning them all on.

The garbage cans were removed from the Math/Engineering Computer Lab about 2.5-3 years ago for the same reason we have now done it in all of our classrooms.

We purchased coffee mugs, spoons and cloth napkins for reuse in special meetings where we are hosting & providing coffee, tea and snacks.

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