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Submission information

Form: **[Green Office Application \(http://lanecc.edu/sustainability/green-office-application\)](http://lanecc.edu/sustainability/green-office-application)**

Submitted by Anonymous (not verified)

Sunday, January 5, 2014 - 20:42

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Department / Division:

Cooperative Education Division

Building number:

19/231

Lights

1. We turn off lights when a room is not in use and when daylighting is sufficient.
2. We use no incandescent bulbs in our offices.

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 5. We share ENERGY STAR appliances. Individual employees do not have mini-fridges in their offices.

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.

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:

A combination of a. and b. Some Co-op Coordinators use paperless systems. Others encourage use of recycled paper and electronic assignment submission. The entire Division is currently moving toward a

completely paperless workflow, and the LCC IT Dept. is working on this software solution.

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.

15. We use rechargeable batteries.

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:

When possible, given the limitations of purchasing (OfficeMax), we order things marked "Green Office Product" from the OfficeMax catalog.

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

wellness champion who makes wellness announcements in a department meeting.

please describe 'other':

Carol Woodman and Lori Lillefors are our Division wellness champions. They make announcements about wellness classes, encourage staff and faculty to attend wellness events and classes, and model wellness by taking regular walking breaks.

22. We include sustainability in all job postings and include a sustainability question in all new hire interviews.

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.

Describe:

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