

GREEN

OFFICE INITIATIVE



The choices we make in our work environments impact the natural environment. By making smarter choices, we can integrate sustainability principles into day-to-day activities on campus.



DEPARTMENT OF

FILM & MEDIA ARTS

COLLEGE OF FINE ARTS | THE UNIVERSITY OF UTAH

OVERVIEW

Green Office Certification

Departments and offices on campus represent a large portion of energy and material use, and production of waste on campus. Green Office Certification is a great tool for colleges and departments across campus to use that provides guidance and tools to help students, staff, and faculty adopt sustainable choices in the workplace that are good for people now and the generation to come.

Green Office Educator

The Green Office Educator for the Department of Film & Media Arts is Merritt Mecham. Merritt is the designated office representative and the primary department contact for the green office program. Merritt will share information about sustainability and answer questions about eco-friendly purchasing, recycling, and energy smart practices.

If you have questions about the Green Office Initiative, contact Merritt at merritt.mecham@utah.edu or 801-581-5127.

Campus Resources

Sustainable Utah: sustainability.utah.edu/sustainable-utah

Green Office: sustainability.utah.edu/green-office

Recycling: facilities.utah.edu/services/recycling

Social Media

Facebook: [UofUSustainability](https://www.facebook.com/UofUSustainability)

Twitter: [@sustainableuofu](https://twitter.com/sustainableuofu)

Instagram: [@sustainableuofu](https://www.instagram.com/sustainableuofu)

ENERGY

Turn Off!

Don't let your technology use energy when it isn't needed! Turn off your printer and any other electronics when you leave for the day. The College of Fine Arts I.T. asks that you do not turn off your computer in the evenings, as that is when they run updates, but make sure that your computer is set to sleep and energy saving mode. You can find instructions to save energy on your Mac computer at support.apple.com/en-us/HT202824.

Need a reminder? Contact Merritt to receive "Turn Off" reminder decals that you can place on your light switches and electronics.

Optimize Natural Light and Temperature

If your classroom or office has natural light, open the blinds and use the natural light rather than turning on a lamp or overhead light. When you leave, close the blinds to conserve temperature.

Rather than changing the temperature settings or using space heaters, keep a sweater in the office and find other ways to regulate temperature that don't require energy.

Be Energy Efficient with Appliances

Share appliances whenever possible. Rather than having a personal printer, fridge, microwave, or coffee-maker in your office, use the copy machine and fridge in the faculty areas.

If you are buying new appliances or equipment, search for ENERGY STAR equipment, and be sure to recycle old appliances.

PURCHASING

Centralize Purchasing

When possible, contact Merritt to have her purchase equipment and supplies via UShop rather than purchasing them via p-card or through reimbursement. This not only cuts down on paper, but also reduces emissions and waste as purchases are consolidated when delivered. Additionally, Merritt can search for more eco-friendly purchase options.

Eco-Friendly Purchasing

When purchasing or making equipment proposals, look for products that are made out of recycled content, is fair-trade, has a "green seal," or is certified by ENERGY STAR or EPEAT. Most items have eco-friendly versions that are comparable in cost.

If you are looking for furniture or equipment, shop at University Surplus and Salvage. This keeps materials out of landfills, and reduces environmental impact related to the creation and transportation of goods.

Finally, do not over-purchase. If there are items that you can share, fix, or centralize, then please do so. Utilize the shared faculty spaces, equipment, and supplies to reduce the use of paper goods and other waste.

For more information on Green Purchasing, visit fbs.admin.utah.edu/purchasing/green/

Surplus

A great option for eco-friendly purchasing is to buy used! University Surplus & Salvage has many great items for departments. If you are looking to furnish a new space, call Surplus (801-581-7817) and they will let you know if they have anything that will work.

RECYCLING

Recycling Bins

You should have both a trash bin and a recycling bin by your desk. If you do not have a recycling bin, contact Merritt and she will get in touch with the custodial staff and make sure they provide you with a recycling bin.

The desk-side recycling bins are for paper only. For plastic recycling, there are recycling “quads” on the main floors of both the ART and FMAB buildings. Please collect plastics and deposit them in the quads.

Recycling Tips

One of the biggest problems facing recycling facilities on campus is contamination. When recycling, pay attention to what types of waste can go into each bin. Deskside bins can only take office pack. Do not put plastics or corrugated cardboard in these bins. Instead, take them to centralized bins.

If recycling plastics that have had food in them, be sure to rinse and clean the plastics before putting them in the recycling bin.

For more recycling information, see the Recycling FAQs on the next page.



Recycling at the U

FAQs (Frequently asked questions)

How do I get a recycling bin in my office?

Talk to your custodial crew staff leaders (ask a custodial member if you're not sure who that is) about getting a bin in your office; your custodial crew is responsible for placing and maintaining the bins in their assigned buildings.

I don't see a recycling bin in some of my classes; what should I do?

Classrooms should all have recycling bins for paper; if you don't see a place to recycle paper, talk to your custodial staff and let them know which classroom is missing a bin.

Why isn't there recycling in all of the conference rooms on campus?

Recycling quads for conference rooms are very expensive, and costs add up quickly. While we are working to increase the number of quads, all buildings should have recycling for mixed paper, office pack, and plastics 1 and 2 (receptacles are usually located on a building's main floor).

Why aren't there recycling bins outside?

Historically, recycling bins at the U are often contaminated with food or other waste when placed outdoors. This leads to greater expense for the recycling crew and less material being recycled.

What is the schedule for recycling?

Main campus recycling is put out on Thursday evening, and picked up on Friday morning.

How do I find out if my recycling or waste pickup is changed or cancelled? What happens during holidays?

On the instances where holidays fall on Thursdays or Fridays, recycling is generally waived and resumes the following week. Recycling is usually waived at least once over the winter holiday break. The best (and fastest) way to find out if your building's schedule has changed is to talk to a member of your custodial crew.

Does anyone pick up the small bins in my office, or should I empty them into the larger bins myself?

The custodial crew should be picking up the little waste bins that are in individual offices, but may be missing bins within offices which are locked or have their doors closed. If you would like someone to empty your recycling bin without accessing your personal office, you may always place the bin outside of your office in the hallway.

How do I recycle toner cartridges?

Recycling and Waste Management will pick up empty toner cartridges from your office. Please save the original boxes from the cartridges and place the empty cartridge back inside to avoid messes. Call Recycling and Waste Management once you have collected at least 5 cartridges.

How do I recycling hazardous and/or chemical waste containers and batteries?

Environmental Health and Safety ([EHS](#)) is responsible for recycling both batteries and containers that have held chemicals or hazardous materials. To have materials picked up, you must request a Lab Management System (LMS) account and go through a [hazardous materials pickup training](#). The training is to ensure that you prepare containers and materials for pickup in ways that protect you and any others handling the materials. Please note that pickups can take up to 10 business days.

How do I recycle electronics?

For any electronic devices that are University of Utah property, you must contact Surplus and Salvage (801.581.7917) for instructions on retiring the device. For personal property, you may drop off electronics at one of the annual electronics recycling events on campus or go to a recycling kiosk at Best Buy.

How do I recycle glass?

Glass recycling is only offered on Guardsman Way in the south west corner of the Steiner Complex parking lot. If you live on or near campus and would like to learn more about glass recycling, contact Momentum Recycling for information on recycling locations and curbside service.

How do I compost on campus?

While Facilities Management, the Recycling Coordinator, and the Office of Sustainability strongly encourage people to compost, the University of Utah does not currently have the resources or space to enact a campus-wide composting program. Many people compost in their offices as part of their Green Team activities, and will trade off bringing compostable materials home to personal bins. Talk to your Green Team coordinator to learn more about ongoing composting efforts. Don't have a Green Team? Learn how to start one [here!](#)

What should I do if I want documents to be shredded?

University Archives and Records Management is responsible for shredding important and/or sensitive documents. They may be reached at 801.581.8242.

Have more questions about recycling and waste management on campus? Contact Joshua James (Main Campus Recycling Coordinator) at 801.581.5173.

WASTE

Reusable Supplies

When possible, use reusable supplies in order to reduce waste. The following reusable supplies are available in ART 270:

- Dishes
- Silverware
- Dish Towels
- Reusable Bags

If you use items like boxes or bags often, hold onto them in order to reuse them rather than purchasing new ones.

Paper

Reducing printing and paper usage is an easy way to reduce waste. While printing is often necessary, try to avoid printing when you can. Here are tips to reduce printing:

- Set your default setting to double-sided printing
- Use thinner fonts and margins
- Post PDFs to Canvas rather than printing readings and syllabi
- Email invitations, announcements, and documents rather than printing
- Use scrap paper when possible
- Scan to PDF rather than making copies of books or articles

EVENTS

Green Event Checklist

When planning events, use the Green Event Checklist. It can be found at sustainability.utah.edu/green-office. Some things to keep in mind:

- Do not serve food, or try to serve food that is vegetarian or sustainable
- Avoid disposable dishware and cutlery
- Encourage guests to bring their own food in reusable containers
- Provide recycling at all events
- Hold the event on campus, and encourage attendees to use alternate transportation
- Skype or Call rather than drive to meetings
- Choose locations with natural light
- Minimize printed material by using e-vites and powerpoints

Hold Paperless Meetings

Whenever possible, limit printing and paper use. For events and meetings, use e-vites or email to communicate beforehand. At the meeting or event, avoid using print-outs. Instead, send a follow-up email to attendees with PDF attachments.

Assistance

If you would like assistance in planning a Green Event, contact Merritt at merritt.mecham@utah.com. She will be able to help you design PDFs, contact sustainable vendors, and otherwise brainstorm ideas and find resources.

TRANSPORTATION

Public Transportation

When possible, take public transportation rather than driving. Your University of Utah ID card acts as a UTA pass. This includes buses, Trax, and FrontRunner. You can find route maps and schedules at rideutah.com.

Alternate Transportation

If public transportation doesn't work for you, there are other ways that you can cut down on emissions! If you are close enough, bike or walk to work. You can also use campus shuttles to more effectively travel around campus. Lastly, consider carpooling!