

SUSTAINABLE SPACES

A GUIDE TO BUILDING A
SUSTAINABLE OFFICE CULTURE



SUSTAINABILITY

SUSTAINABLE SPACES

A GUIDE TO BUILDING A SUSTAINABLE OFFICE CULTURE

Introduction.....	1
Sustainability Fellows.....	2
Waste.....	9
Purchasing.....	13
Energy.....	17
Health & Wellbeing.....	21
Involvement.....	26



To the ISU community,

Indiana State University recognizes the need to address climate change and environmental challenges we currently face. President Lloyd Benjamin III signed onto the American Colleges and Universities President's Climate Commitments (ACUPCC) in 2007. Following this signatory, President Bradley and President Curtis have affirmed this commitment. The establishment of the Office of Sustainability and a full-time Sustainability Coordinator position are meant to help reach this commitment.

However, individuals cannot reach this commitment alone. That's why the Sustainability Fellows program exists. The program is meant to provide a space for professionals across campus to come together and discuss campus sustainability issues that can be directly addressed in their individual offices. Intentionally, you will learn about campus sustainability issues impacting us here at ISU and direct actions that you can take. You will also be introduced to a wide network of other folks at ISU and in the community that have similar ideals. Offices and departments that do not have the time commitment to join the program are still invited and encouraged to follow this guide.

This guide offers a structure for creating and maintaining a sustainable office culture. Sustainability integrated into offices directly influences our commitment to the climate and ourselves. Health and wellness is directly tied to sustainability, and we want employees and students to maintain wellness in the workplace. Overall, this guide is meant to be easy to follow and provide tips for individuals in the workplace. Reach out to the Office of Sustainability if you have any questions or comments.

Office of Sustainability

812-232-8502

ISU-Sustainability@indstate.edu

INTRODUCTION

CAMPUS SUSTAINABILITY

Sustainable Spaces are cultivated on the principles of sustainability. Sustainability has been defined in a multitude of ways. One definition is, "The physical development and operating practices that meet the needs of the present without compromising the ability of the future generations to meet their own needs, particularly with regard to use and waste of natural resources". This is a fitting definition to apply to our operating practices here on campus.

ISU's campus sustainability can be measured through multiple metrics. The metric that is widely utilized by campuses across America is STARS. The Association for the Advancement of Sustainability in Higher Education (AASHE) operates the Sustainability Tracking, Assessment, and Rating System (STARS).



2013



2016

Out of five ranking scores, ISU has scored a silver (#3) for three consecutive reporting years. While we've made progress each report,

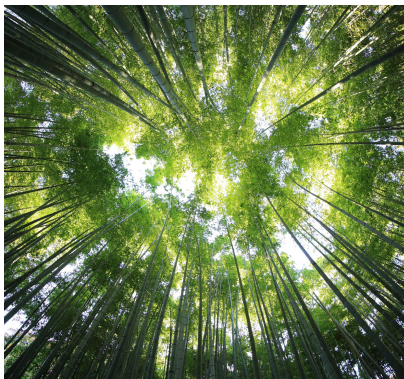


2019

there has not been much movement in our ranking. Indiana University, Purdue University, and IUPUI have ranked gold. Butler University, Depauw University, and Ball State University have also ranked silver. We believe we have the resources necessary to make real improvements towards our commitment.

Sustainability offers a perspective and lens to view decision-making for your office. While most people perceive sustainability as a single-issue factor in office decision-making (i.e. environmentally friendly choices), there are more complex decisions that impact sustainability. Decision-making and office culture can be constructed through the three E's of sustainability.

ENVIRONMENT



Environmental sustainability occurs when operations and behaviors in the workplace reduce, negate, or reverse environmental impact.

EQUITY



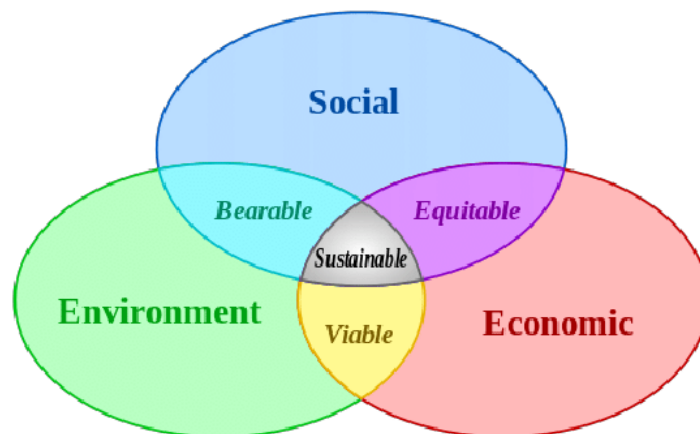
Social sustainability is the process of creating a work place that promotes the well being of its employees and clients by ensuring equitable access to quality of life.

ECONOMY



Economic sustainability is when operations support long-term and positive purchasing choices without negative impacts.

Conceptual Model of Sustainability



Ask yourself
Does my office's operations and behaviors uphold all three domains?

Sustainability is also a lens that can be applied to decision-making

INTRODUCTION

ABOUT THE OFFICE OF SUSTAINABILITY

The Office of Sustainability's mission is to promote environmental responsibility and economic vitality, while fostering societal equity on campus and in the surrounding communities. The office provides opportunities for all students and community members, regardless of degree or field of work, to improve their understanding of how they can advance sustainability in the modern world. The office established through the Unbounded Possibilities grant in 2012 through a faculty proposal submitted by Dr. Jim Speer. This proposal initiated the start of sustainability having a permanent place at ISU. Today, the Office of Sustainability is located on 11th & manages the ISU Community Garden, and the permaculture food forest in addition to promoting sustainability across campus. There is one full time sustainability coordinator, one graduate student, one volunteer garden manager, and a team of undergraduate student staff. The Office of Sustainability has been successful thanks to the many partners on campus and in the community that recognize the importance of integrating sustainability into their work.



Target Impact Areas

Our initiatives are intended to help us improve metrics determined in our strategic plan. These metrics were designed in conjunction with the STARS method. By working to build a sustainable office culture, you are helping improve the following impact areas:

- | | |
|---------------------------------------|----------------------------|
| Curriculum & Research | Transportation |
| Buildings | Waste & Plastic |
| Energy & Water Efficiency | Purchasing |
| Campus & Public Engagement | Food & Dining |
| Grounds | |



INTRODUCTION



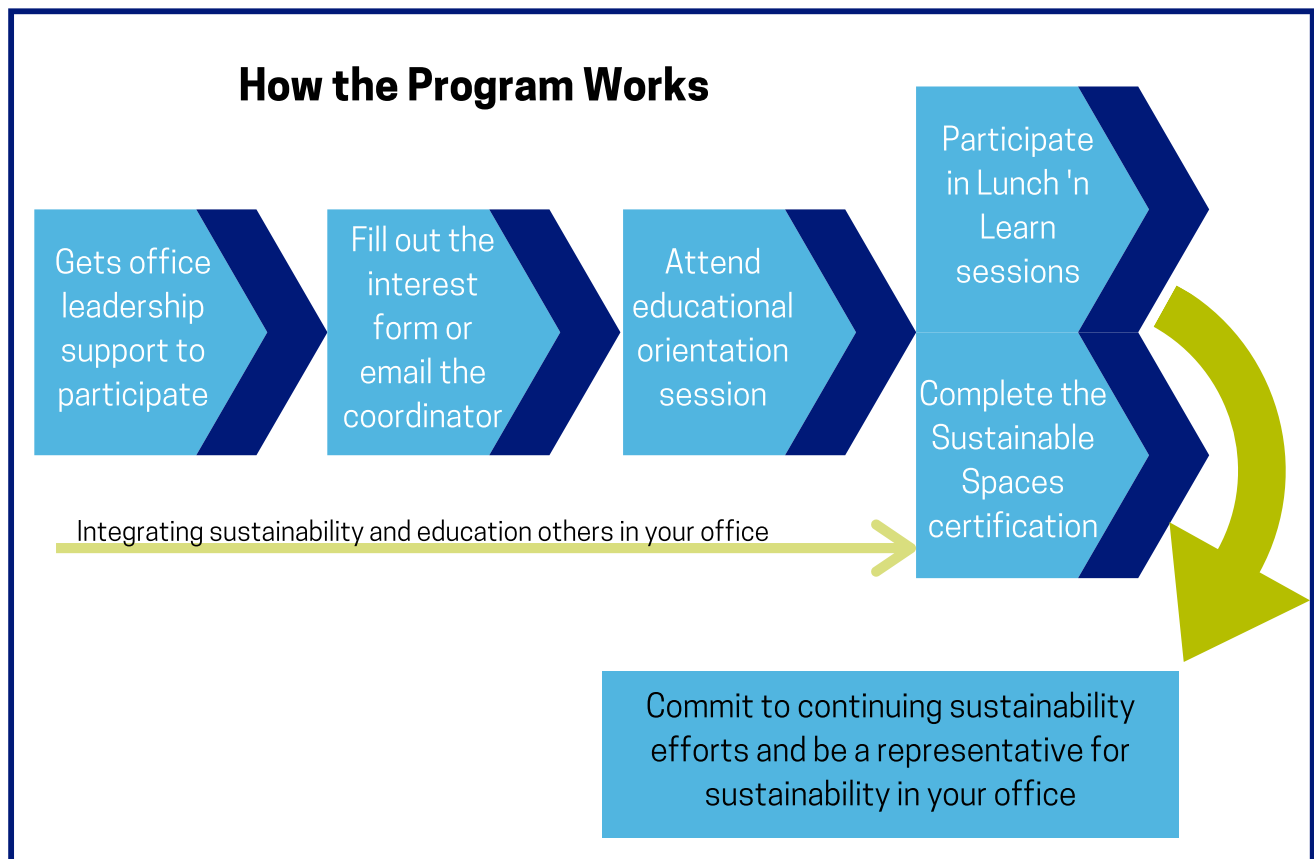
INITIATIVES YOUR OFFICE DOES RELATING TO SUSTAINABILITY

AREAS OF SUSTAINABILITY YOUR AREA ADDRESSES

AREAS YOUR OFFICE COULD HELP IMPROVE SUSTAINABILITY AND BUILD A SUSTAINABLE CULTURE

SUSTAINABILITY FELLOWS PROGRAM OVERVIEW

The Sustainability Fellows program was developed to assist individuals build an office culture of sustainability in community with others on campus. Fellows interested in building a sustainability culture and a network at ISU are invited to join. It's designed to allow Fellows to take the lead on workplace initiatives based on the information presented. It includes a certification process that assists in identifying specific actions that address operational behavior in sustainable impact areas. The more people at the university that is knowledgeable about sustainability and attempts to integrate it into daily operations and behavior the better. We are mighty on our own, but can make real change together.

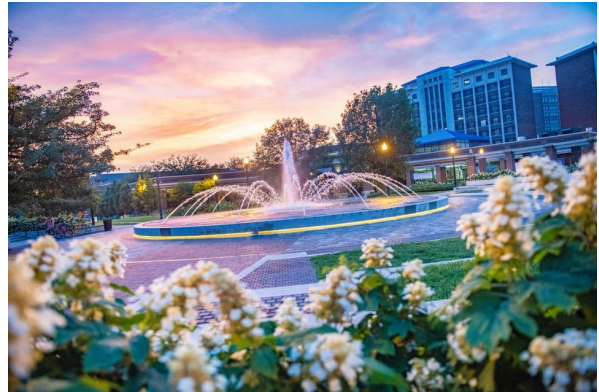


Goals

Fellows will understand campus sustainability issues at ISU

Fellows commit to integrating sustainability into office culture

Fellows will act as additional sustainability resources on campus



Expectations

Attend an educational orientation to the program



Attend at least two "lunch 'n learn" sessions a semester



Complete a Sustainable Spaces certification for your designated office



Have a visible commitment to integrating and promoting sustainability



Be a sustainability representative for your office and campus



Mini Grants

Through the Sustainability Fellows program, you are eligible to apply for a mini grant through the Office of Sustainability. The Office of Sustainability offers mini grants to Fellows that have specific projects or initiatives they need funding to complete. Initiatives must specifically target sustainable actions and behaviors in the workplace. These mini-grants can be submitted for up to \$100.

To apply for a mini-grant you must submit a document to the Sustainability Coordinator outlining:

The project description

Purpose statement

targeted impact area

itemized list of expenses

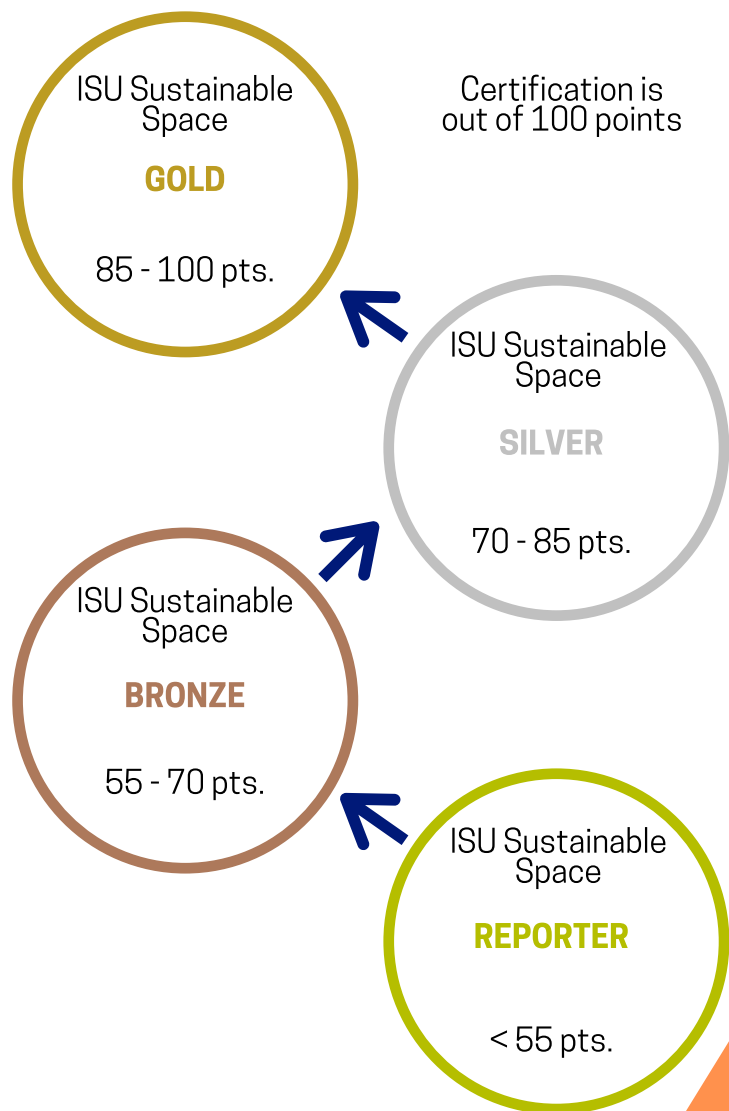
SUSTAINABILITY FELLOWS SUSTAINABLE SPACES CERTIFICATION

The Sustainable Spaces certification is a checklist of operational actions and behaviors that help an office be more sustainable. All items are voluntary and worth points towards a Sustainable Space designation. Each action item on the checklist has a section with resources and a space to designate plans to improve.

The certification process is broken into 5 categories:

- Waste
- Purchasing
- Energy
- Health & Wellbeing
- Innovation

Levels of Achievement



Create an Action Plan

The Sustainable Spaces certification can be used to create an office sustainability action plan. Complete the certification checklist and note action items that can be improved on. Put together an office sustainability plan with your office using these as metrics

Each credit is an operational behavior or action that your office can take to create a more sustainable culture. If you need clarification about any of these items, contact the coordinator

There is a drop-down list where you select "Yes", "No", or "N/A" for each credit. This will auto-fill the points received and add to the total points system.

Category		Credit	Tips & Resources	Points	Achieved?
General		We conducted an audit of our waste stream or had a third party consultant	Conduct a Waste Audit on Your Own	3	Yes
		We have held at least one office clean out day in the past year to promote recycling and reuse in our office			
Paper & Office Supply		We have designated an area for recycling/donating unused office supplies (file folders, binders, pens, paper clips, etc.)			
		We utilize Kronos as our only timekeeping system	Kronos		
Printing		We only use the electronic financial reports system			
		We have eliminated all personal printers			
Waste		We have eliminated all printing in the office and utilize all online methods			
		We set double-sided printing as a default on our office computers, and placed a visual prompt on our copy machine to use double-sided copy			
		We encourage staff to bring their own mugs and have reusable mugs available for attendees to meetings in our office			
		Reusable cups, dishware, and utensils are available at our events			

Tips & Resources are provided for credits that can be confusing or complex. If you need any assistance or feel other credits could use resources, let the coordinator know.

An office is **a contiguous group of offices/spaces that share common resources.**

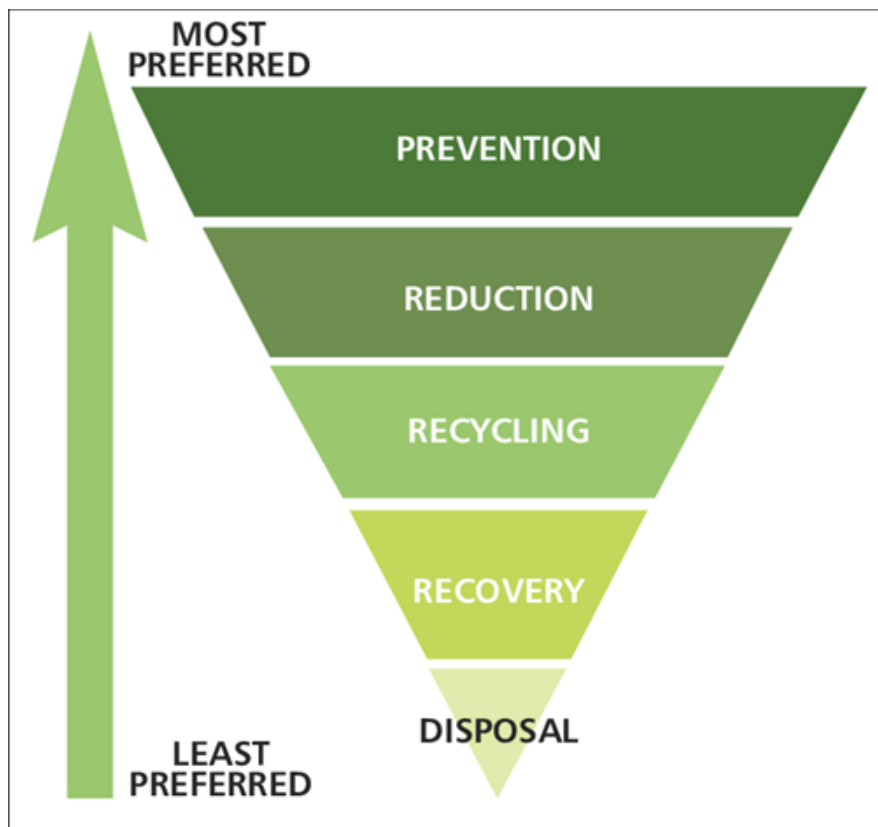
The "office" can contain folks from the same department or various departments.

Within the certification, a space is provided for individuals to define the "office" based on their context. It just requires that at least one full-time professional is in this space to perform these operational behaviors.

These boxes provide space to fill out actionable plans to work towards earning that credit or improving current efforts

WASTE

Waste management is important to promoting sustainability and improving efforts at ISU. A lot of it comes down to choices - what we buy, how we use it, and how we dispose of it makes a difference in the amount of waste we produce. It also makes a difference in the greenhouse gas emissions that are associated with these choices. The energy required to produce most products mostly come from fossil fuels, and this is the largest source of greenhouse gas emissions. The most effective way to reduce waste is to not produce it in the first place.



The waste hierarchy demonstrates that the most favorable option to assist in waste reduction is to simply prevent purchasing single-use, wasteful, and useless products. The first step is to rethink ways we operate to integrate a more purposeful and less wasteful. The next steps are all ways rethink our use of products before disposal (i.e. trashing them)

GENERAL

Conduct an audit of your office's waste stream by following this [guide](#), contacting the Office of Sustainability, or contracting a third party consultant.



Hold an office clean out day where there is designated time and areas for folks in the office to determine items that can be recycled, reused, or disposed.



Establish a designated area for recycling/donating unused office supplies (file folders, binders, pens, paper clips, etc.)

PAPER & OFFICE SUPPLY

For timekeeping and financial reports, ISU makes it easy to keep these electronic only through Kronos and the financial reporting system.

PRINTING

Eliminate all personal printers and centralize printing necessities to one printer for your office OR take it one step further and eliminate all printing in the office via use of online methods (ex. Adobe pdf and online operations)



Set double-sided printing as the default on office computers and place a visual prompt on the centralized printer to use double-sided copy for copying needs.

FOOD

Encourage staff to bring their own mugs and reusable wear, have reusable ware available for guests, and utilize reusable wear at events to avoid the use of single-use products

Eliminate the purchase of any bottled water



Start office composting in a centralized kitchen or kitchenette. There are local resources such as [reTHink](#) that can help.

FURNITURE

Always contact the building manager or other offices to relocate any used and unneeded equipment or furniture, and then contact surplus to relocate these if that doesn't work.

RECYCLING

Review proper recycling practices and waste management at staff meetings or through office emails to ensure that all members are aware of proper procedures. Always address consistent issues.



All desk-side trash containers and centralize one trash location for your office to encourage purposeful disposal/reuse/recycling.

WASTE WORKSHEET

PRACTICES YOUR OFFICE ALREADY DOES

PRACTICES TO WORK TOWARDS

OTHER PRACTICES RELATED TO WASTE THAT ARE NOT INCLUDED

OTHER ACTIONS



PURCHASING

The easiest way we can prevent our office's negative environmental impact is through purchasing decisions. Purchasing directly impacts waste and other impact areas. Products can have an environmental impact from raw materials, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal. Therefore, at every stage there can be harm to the environment.

ISU PURCHASING'S ROLE IN SUSTAINABILITY

ISU Purchasing's role is to support campus wide sustainability through the communications of guidelines, information, and by providing resources that will minimize any negative impact on society and the environment to the greatest extent possible.

ISU Purchasing is developing and maintaining information on our web site about environmentally and socially preferable products and services and will communicate, to the various departments, University policy in regards to sustainability.

We will promote the three R's: reduce, reuse, and recycle. Purchasing & Central Receiving manages all surplus items at the University. From inception we have relocated reusable items back out on campus, as items have become available. For at least the last fifteen years we have hosted auctions where we sell items no-longer of use to the University. The result has been to reduce the disposal costs and landfill volume and the auctions extend the useful life of items through their reuse. Additionally, we recycle items that might have little appeal in the auction.

Purchasing encourages the use of durable and reusable products, giving some weight to the best long-term value when selecting products.

Purchasing will be looking at the various vendors' abilities to receive their products back for recycling at the end of their useful life. Examples being: carpeting, asphalt, oil, batteries, electronics, and toner cartridges.

Procurement in bulk or concentrated form will be encouraged in an effort to minimize our impact on transportation resources.

ISU Purchasing has begun to encourage the broader long term view in the procurement of items such as printers, copiers, and fax machines that have the capability of duplex printing and the ability to cut paper consumption in half.

ISU Purchasing encourages the sending and storing of documents electronically, again saving on paper usage.

ISU Purchasing would encourages the use of hybrid and alternative renewable fuel vehicles, the generation of renewable energy sources, energy efficient "Energy Star" rated electronics, and energy efficient Leeds certified buildings.

ISU Purchasing is making every effort to secure contracts with vendors that are socially and environmentally conscientious and certified green whenever possible.

ISU is committed to preserving the environment and encouraging sustainability. In order to promote sustainability, all computers purchased by the University must meet the standard below. Standard Lenovo computers on the ISU website are EPEAT gold and meet the standard below.

All desktops, laptops, and computer monitors purchased by ISU are required to have achieved Silver registration or higher in the EPEAT system. EPEAT is a procurement tool designed to help large volume purchasers evaluate, compare, and select electronic products based upon their environmental attributes as specified in the consensus-based IEEE Standard for the Environmental Assessment of Personal Computer Products (IEEE 1680.1).

The EPEAT registration criteria and a database of all registered products are provided at <http://www.epeat.net>.

ISU Purchasing and Central Receiving is responsible for oversight of all university purchasing. They do have a policy related to sustainability and that is listed to the left. There are no strict policies that campus departments have to adhere to as it relates to sustainability. There is also no guidance on sustainable purchasing that offices can easily follow if they want to. Which means individual offices are responsible for making sustainable purchasing decisions.

If the more sustainable option is not available through the university contracted vendors (ex. Club Colors), then you have to submit a request in writing to purchase from elsewhere. This creates an access barrier. This is not to say Purchasing and Central Receiving won't work with you. They are willing and able! You just have to be willing to put in the work to be more conscious about purchasing decisions.

GENERAL

Create a comprehensive inventory of your office supplies and other consumable supplies. This helps offices avoid over-ordering and producing more waste (and saving money)

PAPER & OFFICE SUPPLY

Consolidate orders so that you are not making single item purchases. You can make an office purchasing rule of no less than \$50, no less than \$100, or no less than \$200.

Purchase folders, notepads, post-its, or other paper products with a minimum of 30% post-consumer recycled content. Take it a step further and only purchase 100% post-consumer recycled content.

Purchase copy, computer, and fax paper with a minimum of 30% post-consumer waste content. Take it a step further and only purchase 100% post-consumer waste content that can be guaranteed Chlorine free and Forest Stewardship Council certified.

PRINTING

Require all external printing contracting (such as Ricoh or local printing) to use paper with 30% post-consumer waste content.

Ask all designers to design publications that require fewer varnishes and coatings.



Purchase janitorial paper (toilet paper, tissues, and paper towels) with a minimum of 30% post-consumer waste content. This can be difficult to do with custodial services already providing some offices with products and with some of these being considered "personal" purchases through purchasing.



FURNITURE

When looking for new furniture, contact surplus or the building manager first to identify if any furniture is available. If nothing is available through them, prioritize refurbished furniture or furniture with at least 50% recycled content.



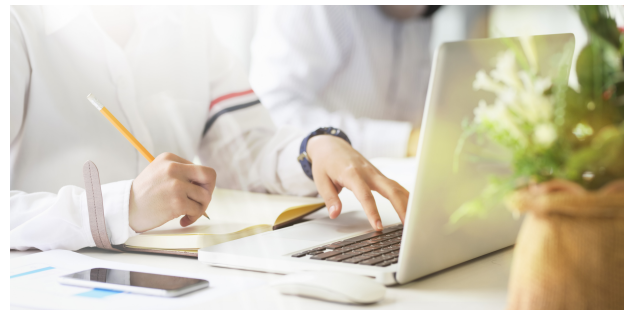
EVENTS

You can ask Sodexo to provide drinks and snacks in bulk rather than individual containers.

Only purchase food in bulk trays and avoid purchasing cardboard and plastic-boxed meals. This contributes to your waste production and is used for 10 minutes.

When planning events with meals, prioritize including at least 50% vegetarian or vegan options in all orders. This is a way to prioritize inclusion while also maintaining more sustainable food options.

Most importantly for college campuses: only purchase giveaway items/prizes that are made of recycled materials or that are reusable items that replace disposable ones (e.g. coffee cup). Prioritize purchasing items that will actually be usable by the population instead of items that are simply meant to promote your office (i.e. thousands of pens)



COMPUTERS & EQUIPMENT

OIT already requires electronic equipment to be energy star rated or meet EPEAT silver standards depending on the product. However, you should also ask for new products to meet these standards.

PURCHASING WORKSHEET

PRACTICES YOUR OFFICE ALREADY DOES

PRACTICES TO WORK TOWARDS

OTHER PRACTICES RELATED TO PURCHASING THAT ARE NOT INCLUDED

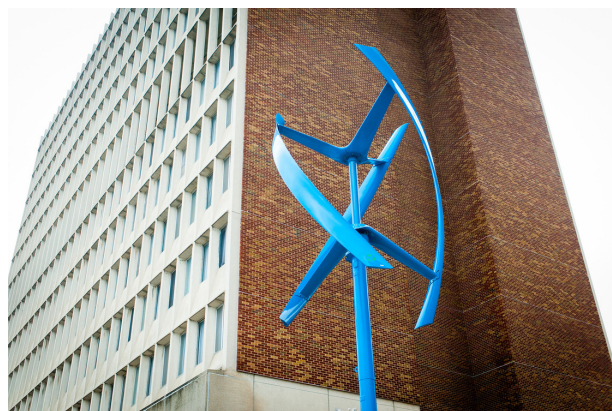
OTHER ACTIONS



ENERGY

Electricity generation is the largest source of greenhouse gas emissions in the United States. Commercial buildings, including university buildings, consume approximately 20% of the electricity generated in total. Over half of that is energy used for heating and lighting. Energy is also used to deliver and treat water. Over 72% of the energy produced annually is sourced from the burning of fossil fuels such as coal, oil, and natural gas. Fossil fuels release large amounts of carbon dioxide, which is one of the primary reasons for global warming.

In 2018, ISU spent 7.8 million on utilities. ISU has one central heating plant with two perimeter chilled water plants. At ISU, grid-purchased electricity accounts for about 44% of total energy costs. The other energy costs come from natural gas, propane, and chilled water. All buildings have meters installed to monitor electricity use, but most are not individually metered. Sub-metering of buildings would be more ideal so we could identify areas of need for decreasing energy consumption.



ISU has a vertical shaft UGE wind turbine located between the Sycamore Towers. This type of design allows the generator and gearbox to be located close to the ground so service and repair can be easy. This project was entirely experiential learning-based and integrated into course work for students. There are solar panels located on campus, but they are located on the sustainability campus. The Garden House and the solar sycamore design have solar panels.

GENERAL

Keep your thermostats set at 73-78 for the hotter months and at 65-68 for the colder months.

Be sure to leave a clear space in front of all your radiators and vents in the office. Because this prevents overuse of the cooling/heating system.

Coordinate with your building manager/s to identify areas that don't require heating/cooling during breaks or other periods of time



Make sure you unplug all small appliances like microwaves, coffee makers, copiers, etc., because these are still pulling electricity even when off. On average, these energy bandits contribute to 5% of the overall utilities bill.

Do not allow personal space heaters in the office. These contribute to the overuse of electricity and play with the heating/cooling systems.

COMPUTERS & EQUIPMENT

Enable the recommended power management settings on all computers and contact OIT for any administrative rights if necessary.

Ensure that you are using a shared networking print system instead of multiple personal printers.

Ensure that sleep mode and auto-off are enabled on all copiers and all printers.



There should be office policies to ensure that all employees shut off monitors and/or manually send computers into energy saving modes (standby or hibernate) when not in use. This can also be reinforced with signage on all computers.

Arrange with OIT to be able to shut down computers at night and make it office policy to shut down computers at the end of the day.

Use "smart strips" for electronics, chargers, and appliances/devices with digital clocks and program them to shut off each night. If this isn't feasible, at least use power strips and surgeprotectors with an on/off switch for electronics and switch them off at night

Designate someone responsible for e-mailing staff before holidays and breaks containing an energy saving checklist for leaving the office.



LIGHTING

Install motion sensors in your office lights or ask facilities to update lights to motion sensors.

Post prompts near light switches that encourage energy conservation. You can even use the "Turn off the lights" campaign.

Natural lighting is prioritized over lights when possible.

Fit all workstations and desks with task lights that have CFL's or LEDs, which are used when full overhead lighting is not necessary.

Make an office policy that all blinds and shades should be closed during peak summer to reduce the heat coming in the windows and closed at the end of every day during winter heating season.



ENERGY WORKSHEET

PRACTICES YOUR OFFICE ALREADY DOES

PRACTICES TO WORK TOWARDS

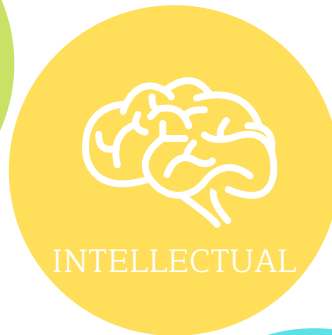
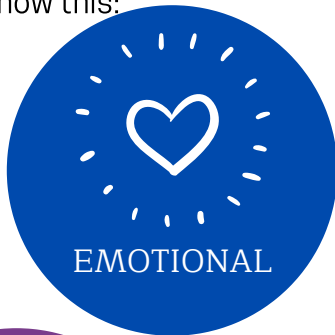
OTHER PRACTICES RELATED TO ENERGY THAT ARE NOT INCLUDED

OTHER ACTIONS



HEALTH & WELLBEING

Ensuring healthy lives and promoting well-being to all students, staff, and faculty is essential to sustainability at ISU and in the community. It starts by promoting and protecting your own health and the health of those around you. Intentional choices about the health and well-being of people and the environment influences our collective ability to innovate and lead. Health and well-being of people is inseparable from the health and well-being of the environment. The 8 dimensions of wellness show this:

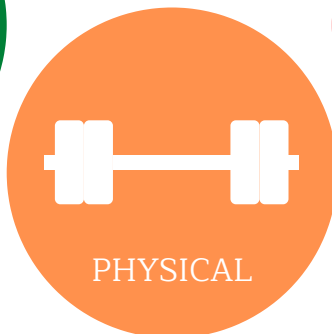


For more information about the dimensions of wellness and how they apply:



Dimensions of wellness:

Change your habits,
change your life



GENERAL

Have at least 1 plant per 5 people in the office, because plants provide many benefits to people.

Make sure your entrance mats are walk off mats that do not create accessibility issues.



Create incentive programs or other ways to increase participation in ISU Employee Wellness events.

Encourage all students to participate in Student Health Promotion programs



FOOD

Ensure that dishwashing and all-purpose cleaners are environmentally preferred options versus options that are harmful

Dedicate kitchen and refrigeration space where anyone can store and prepare food for meal times during the workday.

Make sure that there are reusable dishware available for all to use with additional cleaning supplies after use.

TRANSPORTATION

Create incentive programs for employees to take public transit, carpool, bike, or walk for their daily commute.

Create an office culture that allows telecommuting and virtual conferencing when feasible in order to reduce the costs of travel.



Make it an office or department policy that employees prioritize hybrid cars or public transportation systems when attending conferences

Set a quantifiable goal and strategy for sustainable commuting and review it on a regular basis.



HEALTH & WELLBEING WORKSHEET

PRACTICES YOUR OFFICE ALREADY DOES

PRACTICES TO WORK TOWARDS

OTHER PRACTICES RELATED TO HEALTH & WELLBEING THAT ARE NOT INCLUDED

OTHER ACTIONS



INVOLVEMENT

It's important that to maintain a sustainable office culture that you are a model for others on campus. This includes modeling for other offices and students on campus. With successful implementation depending on full participation of all people in an office or department, it becomes useful to have strategies and knowledge for sustainable behaviors. The following are offered here as ways to do so at ISU.

Participate in the Sustainability Fellows program and bring the information back to your colleagues.

Have information about your office's environmental efforts available in a visible location and/or online, as this gets people to ask or understand your commitments.

Recognize staff members for their environmental stewardship through formal programs or through informal ways.



Include a sustainability-related training in your professional development opportunities and the professional development opportunities you provide for others.



Ask the Office of Sustainability, a Sustainability Fellow, local resources, or other sustainability-related offices on campus to talk about environmental stewardship and sustainability efforts

Include sustainability as a regularly recurring agenda item for staff meetings updates when appropriate.

