(Good Morning)

I wanted to take this opportunity to introduce you to the [WUSTL Green Offices Program](http://sustainability.wustl.edu/community-involvement/green-offices/). Green

Offices is a framework and set of resources that has the potential to significantly reduce the environmental footprint of our university community. This program features a checklist with seven categories, which offices can fill out to earn points towards a sustainability certification level.

I've taken the initiative to register our office for the program.  As our Green Office Representative, I started filling out the checklist. There are specific points on the checklist that require me to gather information from each individual in our office. Please take a look at the following questions and respond by (add a date).

**Energy**

* Is your computer set to power save mode? (Screen dims after 2 minutes, turns off after 5 minutes, and computer sleeps after 15 minutes). If not, a tutorial is available [here](http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_users).
* Do you turn off the lights in your office space when you leave for 5 minutes or more?
* Do you unplug your electronic devices each night (phone charger, calculator, etc?)

**Waste**

* When in the office, do you use reusable plates, utensils, mugs, and water bottles?
* When dining on campus, do you use a reusable mug and/or water bottle?
* When dining on campus, do you use Eco-To Go containers?

**Documents**

* Is your computer set to print double-sided by default? If not, a tutorial is available [here](http://sustainability.wustl.edu/community-involvement/green-offices/).
* Do you have an individual printer at your desk?

**Transportation**

* How do you commute to work 80+% of the time (walk, bike, public transit, carpool, drive)?
* If you drive, is your vehicle high efficiency (35 mpg or greater)?
* Do you walk, bike, or take public transit to meetings on our campus at least 90% of the time?
* Do you walk, bike, take public transit, or use Enterprise Car Share to meetings between or off WUSTL campuses at least 50% of the time?

**Awareness**

* Have you taken the [sustainability pledge](http://sustainabilitypledge.wustl.edu/Pages/default.aspx)?
* Are you signed up for the [sustainability newsletter](http://wustl.us2.list-manage.com/subscribe?u=7066ff9764a241168352699e8&id=d73f92d56f)?

Thank you for your help in completing the checklist! To learn more about the Green Office program, visit the [website](http://wustl.edu/initiatives/sustain/greenoffices/).

Best Regards

(Your Signature)