



ENERGY STAR® Green Team Checklist

One person cannot do it all! So when it comes to making your workplace greener and more energy efficient, nothing beats a team. The Environmental Protection Agency (EPA) has learned from ENERGY STAR partners that forming a green team with coworkers is a great way to help increase energy efficiency and reduce office waste.

Consider the following checklist of creative ideas from EPA to help your green team get started. Once you've formed your team, start by planting the seeds for success with small changes in individual workspaces. Then move through the list and help success bloom with bigger changes that can affect the whole organization. Together, these actions can help your green team build a better world!

STEP 1: GET ORGANIZED

- Start Off Right**—Meet with management to get approval and buy-in for the idea of forming a green team. Not only does support from management add legitimacy to your team, some of the measures needed to “green” your workplace might require an investment of time, money, or both by your organization.
- Recruit from A-Z**—Encourage coworkers from different levels and parts of your organization—from senior management and interns to facility managers and human resources personnel—to get involved. A team approach improves buy-in from all levels of the organization, which helps to ensure greater support and success.
- Kick It Off**—Organize a kickoff meeting to develop a plan of action – the suggestions below are a great place to start. Another great resource is EPA’s [Teaming Up to Save Energy guide](#), which provides step by step instructions for forming an energy team – many of which apply to green teams too – as well as real-world examples from other businesses and organizations committed to saving energy, saving money, and fighting global warming.

STEP 2: PLANT THE SEEDS OF SUCCESS

- Spread the Word**—Order copies of the Bring Your Green to Work with ENERGY STAR® [tip card](#) and share them with your coworkers, display the Bring Your Green to Work with ENERGY STAR [poster](#) in break rooms or other common areas, and share the link to the [ENERGY STAR @ work](#) Web site (energystar.gov/work).
- Give It a Rest**—Use the ENERGY STAR [power management settings](#) on computers and monitors so they go into power save mode when not in use. Also use a power strip as a central “turn off” point when you are using equipment to completely disconnect the power supply.
- Unplug It**—Unplug electronics such as cell phones and laptops once they are charged. Adapters plugged into outlets use energy even if they are not charging.
- Light Up Your Worklife**—Encourage your coworkers to replace the incandescent light bulb in their desk lamp with an [ENERGY STAR qualified bulb](#). It will last up to 10 times longer and use about 75 percent less energy. Turn off the lights when you and your coworkers leave, especially at the end of the day.
- Let It Flow**—Keep air vents clear of paper, files, and office supplies so air can circulate freely. It takes as much as 25 percent more energy to pump air into the workspace if the vents are blocked.

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.



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ENERGY STAR® Green Team Checklist (cont.)

STEP 3: GROW GREEN TOGETHER

- Gain Energy Know-How**—Organize an employee training session using EPA’s interactive Bring Your Green to Work with ENERGY STAR [online office](#). Hold brown bag lunches and invite in-house and outside experts to speak about energy efficiency.
- Test Your Energy IQ**—Still not sure how to go green at work? Encourage your coworkers to organize teams and take EPA’s online [Energy IQ quiz](#) and see how you do!
- Celebrate Earth Day Every Day**—Organize an event for Earth Day (April 22), Energy Awareness Month (October), or other local events - such as fairs, festivals, or community clean-up days - to spread the word to coworkers about energy efficiency. Find more ideas at [energystar.gov/challengekit](#).
- Make It Count**—Encourage your organization to become a [Change the World, Start with ENERGY STAR pledge driver](#) and compete between departments or offices to see who can collect the most pledges.
- Trade Up**—Host an event where employees can trade an incandescent bulb for an [ENERGY STAR qualified bulb](#).
- Picture Perfect**—Demonstrate to co-workers how they can save energy by creating an office or cubicle that is a model of efficiency. Check out EPA’s [interactive online office](#) for ideas!

STEP 4: HELP IT BLOOM

- Encourage a Corporate Commitment**—Explore whether your organization has a formal energy policy, and if it does not, suggest that your organization take the first step by becoming an [ENERGY STAR partner](#). Win support by sharing examples of simple energy saving opportunities you’ve witnessed in your office or submit a letter signed by coworkers that suggests actions senior management can take to get started.
- Ask the Experts**—Ask members of your building’s facilities management team if they know about EPA’s online energy management tool, [Portfolio Manager](#). Encourage them to measure and track the energy performance of your building.
- Take Stock**—Talk to your co-workers and see if they have questions or concerns with your building’s temperature, air quality and circulation, lighting, or other features. If you find a high level of concern, talk to your facilities management team and see what you can do together to make improvements.
- Put It in Writing**—Consult with senior management and facilities management to explore the possibility of drafting an action plan based on EPA’s [Building Upgrade Manual](#) and [examples from leading organizations](#), available through ENERGY STAR.
- Champion Facility Efforts**—Help facilities management communicate the benefits of changes and improvements as they implement energy efficiency measures, which may include system maintenance, lighting upgrades, automated system controls additions, and other improvements.
- Get Recognized**—Encourage your organization to earn EPA’s [ENERGY STAR](#) for your building and distinguish it as among the most energy efficient in the country. Share the outstanding commitment your organization has made to energy efficiency and apply for recognition by EPA as an [ENERGY STAR Partner of the Year](#).
- Spotlight Your Success**—Help your organization reach out to the public and the media with [sample news releases](#) that you can customize to promote your ENERGY STAR participation.

** Some of these activities may require approval or authorization from your company or building management. Please act within the guidelines established by your organization or facility.*