

>>> Jennifer Hayward 9/11/2013 11:36 AM >>>

Hey Elizabeth,

This morning, I changed the aerator on the water faucet in your bathroom from 2.5 gallons per minute to 0.5 gallons per minute. The 0.5 aerators are the standard that we are using all over campus now and they seem to work just fine. Let me know if you have any problems with the installation. I also tried to change out the aerator in the Boardroom sink from 2.0 gallons per minute to 1.5 gallons per minute, but I couldn't do it because I didn't have a 1.5 aerator that fit. However, I did measure the water flow coming out of that aerator and it is about 1.5 anyways. Also, I ordered a couple of different diameter 1.5 gallon per minute aerators that should arrive tomorrow so I can see if they will fit.

So, I am going to give you another point for using water-saving aerators and that means that you get 19 out of 20 points and you qualify for the triple green star certification and a lunch for your department!

Can you check in with your co-workers and let me know when might be good for that lunch date?

Last thing, as you know, I've been having Mary sign the certificates for departments, but it seems dumb to have the President sign the certificate for the President's Office. Who do you think should sign it? The Board Chair?

Thanks!!!

Jennifer

P.S. Great work on greening your office!!!

>>> "Elizabeth Andrade" <andradee@lanecc.edu> 9/10/2013 3:53 PM >>>

Submitted on Tuesday, September 10, 2013 - 15:53

Submitted by anonymous user: 10.2.131.178

Submitted values are:

Name: Elizabeth Andrade

Email address: andradee@lanecc.edu

Phone number: 541-463-5801

Department / Division: Office of the President

Building number: Building 3

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.

<none>: 9. We report water leaks by submitting a work order.

<none>:

- 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: We have move to electronic filing particularly the board package from 75 copies per month, to 17 per month!!!!

<none>:

- 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.

<none>: 16. We recycle paper, cardboard, plastic, glass, metal, printer cartridges, surplus office supplies, surplus property, and rechargeable batteries.

<none>: 18. Our department considers sustainability factors before making purchases.

Briefly describe purchasing efforts: We always order supplies that have the green sign from Office Max, i.e dish washing soap, tissue paper.

<none>:

<none>: 20. In our Department/Division at least 30% of employees participate in the employee giving campaign.

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

- Having a wellness station where employees can exercise or stretch during breaks.
- Having a wellness champion who makes wellness announcements in a department meeting.

please describe 'other':

<none>: 22. We include sustainability in all job postings and include a sustainability question in all new hire interviews.

<none>:

<none>: 24. We promote sustainability concepts within and outside our department and/or we mentor other departments in instituting their own sustainable practices.

<none>: 25. Innovation. This point is intended to provide departments with recognition for innovative sustainable practices that are not included addressed in this checklist.

Describe: President Spilde support any initiative that has to do with Sustainability, ie. Learning garden, Institute for Sustainable Practices, etc. Presents worldwide lectures on sustainability.

The results of this submission may be viewed at:

<https://www.lanec.edu/node/5414/submission/55797>