

SAMPLE MATERIAL- PLEASE RETURN

Eco Office Audit Environmental Inspection Checklist

The following checklist has been developed in collaboration between Roots & Shoots and Environmental Resources Management (ERM) as an inspection tool to evaluate the environmental performance of offices in Shanghai.

Shanghai Roots & Shoots Eco Office Auditors will carry out an environmental evaluation at participating offices and the audit's final score will measure their environmental performance. The higher the score, the more environmentally friendly the office is assessed to be.

Part one: Walk-through Observations: to be completed by the inspectors themselves through simple observations

Part two: Staff Survey: to be completed by asking a portion of the staff some simple questions.

Part three: In-Depth Interview: to be completed with the help from the office administration manager or CSR manager/committee

=====
=====

Company name: _____
Audit Date: _____
Contact person: _____
Contact person title: _____
Size of office (m²) : _____
Number of employees: _____
Office address: _____

Audit Team:

Participating School - _____

Mentor's name - _____

Students' names -

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

SAMPLE MATERIAL- PLEASE RETURN

PART TWO: Staff Survey

This portion of the audit consists of short simple questions that the students can ask a sample of the employees, such as a third of the total number of employees. They then go on calculate the percentage of staff response for each of the questions.

Number of employees: _____
Number of employees surveyed: _____

- a) Approximately what percentage of the staff routinely prints on both sides of the paper or use 'draft' feature for non-official documents?
0 - 20% **20 -40%** **40 -60%** **60 -80%** **80+%**
- b) Approximately what percentage of the staff routinely prints on 'draft' feature for non-official documents?
0 - 20% **20 -40%** **40 -60%** **60 -80%** **80+%**
- c) Approximately what percentage of the computers have "standby" or "hibernation" modes enabled instead of screen savers? (Check "Power Options" in "Control Panel")
0 - 20% **20 -40%** **40 -60%** **60 -80%** **80+%**
- d) Approximately what percentage of the employees switches off their computer monitors after work?
0 - 20% **20 -40%** **40 -60%** **60 -80%** **80+%**
- e) Approximately what percentage of the employees switches off extension cords after work?
0 - 20% **20 -40%** **40 -60%** **60 -80%** **80+%**
- f) Approximately what percentage of the employees switches off or hibernate their computers when they go for lunch?
0 - 20% **20 -40%** **40 -60%** **60 -80%** **80+%**

Shanghai Roots & Shoots

Tel: (86-21) 6352 3580

Email: roots&shoots@zueligpharma.com.cn

www.jgi-shanghai.org

www.eco-audit.org

SAMPLE MATERIAL- PLEASE RETURN

g) Approximately what percentage of the staff uses their own durable cups and not disposable cups? (Students may not need to ask but can observe for themselves as well)

0 - 20% 20 -40% 40 -60% 60 -80% 80+%

h) How many miles do you travel **to and from** work each week by:

I. ____% of the total staff use Private car or taxi, and averagely _____ miles per week;

II. ____% of the total staff use Bus/subway/shuttle, and averagely _____ miles per week;

III. ____% of the total staff use bicycle

PART THREE: In-Depth Interview

Question 1: Lighting, Heating and Cooling

- a)** Are dimmable ballasts used for fluorescent lights? **Y N**
- b)** Is there a written policy about who switches lights on and off? **Y N**
If yes, what is it? (If possible, obtain a copy for comparative purpose)
- c)** Is there a written policy about when the heat or ac is turned on? **Y N**
If yes, what is it? (If possible, obtain a copy for comparative purpose) How many people or who is the authority to control the temperature?
- d)** Is there a written policy on energy saving in the office? **Y N**
If yes, what is it? (If possible, obtain a copy for comparative purpose)

Question 2: Office Equipment

- a)** Are electrical equipment (printers, photocopiers etc) switched off at night? **Y N**
- b)** Does the office use printers and copiers with duplexing capabilities? **Y N**
- c)** Are the printers and copiers with duplexing capabilities set to duplex automatically to make double-sided copies? **Y N**
- d)** Are simple instructions on double-sided photocopying and reduced size photocopying provided? **Y N**

Shanghai Roots & Shoots

Tel: (86-21) 6352 3580

Email: roots&shoots@zuelligpharma.com.cn

www.jgi-shanghai.org

www.eco-audit.org

SAMPLE MATERIAL- PLEASE RETURN

Question 3: Green Kitchen

- a) Are the beverage vending machines installed with energy saving devices that can power down the vending machine when the pantry room is empty? **Y N**
- b) Is the water dispenser switched off at night? **Y N**

Question 4: Reduce and Recycle

- a) How much paper is recycled in the office?
0 -20% 20 -40% 40 -60% 60 -80% 80+%
- b) Are printer cartridges, photocopiers/fax toners recycled, refilled or taken back by supplier? **Y N**
- c) Are unwanted computer and other electronic equipment recycled or properly disposed of? **Y N**
- d) Is there a written policy on reduction, recycling in the office?
If yes, what is it? (If possible, obtain a copy for comparative purpose)
- e) Which type of paper does the office use, virgin pulp or recycled-post consumer waste?
Virgin pulp () Recycled-post consumer waste ()

Question 5: Resource Consumption

- a) What is the office's monthly paper consumption per head? _____ sheets/person
- b) What is the cost of electric/water use per unit area (we can divide by the office area and come up with a comparative figure)
_____ RMB/m² per month (Electric)
_____ RMB/m² per month (Water)
- c) What is the number of kilowatt-hours of electricity used in the office each month?

- d) What is the number of kilowatt-hours of gas used in the office each month?

Question 6: Business Travels

Total number of round-trip flights per year for business travel

- a) Within China _____

Shanghai Roots & Shoots

Tel: (86-21) 6352 3580

Email: roots&shoots@zueligpharma.com.cn

www.jgi-shanghai.org

www.eco-audit.org

SAMPLE MATERIAL- PLEASE RETURN

- b) To Korea, Japan _____
- c) To South-East Asia _____
- d) To Australia/NZ _____
- e) To Europe _____
- f) To North America _____
- g) To South America _____

Shanghai Roots & Shoots

Tel: (86-21) 6352 3580

Email: roots&shoots@zueligpharma.com.cn

www.jgi-shanghai.org

www.eco-audit.org