

Green Office Certification Application



Complete this form and email with checklist to sustainability@upenn.edu using the subject "Green Office Certification Application".

Primary Contact:

| | |
|----------------|-----------------|
| Name: | Date Submitted: |
| Email Address: | Position Title: |

Office Information:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Office (office/unit/department/program/Center/Institute/etc.): | |
| Division/Vice Provost/School/etc.: | |
| Area (select one): <input type="checkbox"/> Penn Medicine <input type="checkbox"/> EVP <input type="checkbox"/> Provost <input type="checkbox"/> President’s Center <input type="checkbox"/> DAR | |
| Campus Address: | Number of employees in office: |
| Office Head’s Name: | Office Head’s Email Address: |
| Office Head’s Position Title: | |

Checklist Information:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| TOTAL POINTS: | |
| Select one: <input type="checkbox"/> Level 1 (50+ pts) <input type="checkbox"/> Level 2 (100+ pts) <input type="checkbox"/> Level 3 (140+ pts) <input type="checkbox"/> Level 4 (180+ pts) | |

Acknowledgement and Signatures:

By signing this document:

- I confirm this office has successfully completed all actions we have indicated on our Green Office Checklist.
- I have read and understand the attached Green Office Checklist and commit to taking the actions on this checklist.
- I understand that it is each person's responsibility to inform new staff members about the sustainability practices of our office when they arrive.

The signatures on the next page(s) represent _____% of our office’s employees (full- and part-time staff and faculty).

| | | | |
|---------------------------|--|--------------------|--|
| Office Head Signature: | | Signature Date: | |
|---------------------------|--|--------------------|--|

Space for employee signatures on next page

Green Office Signatures Continued, Page # _____
(Acknowledgement on page 1)

| # | Print Name: | Signature: | Date: |
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